REGULAR BOARD MEETING
Wednesday, February 19, 2025
10:00 a.m.
Hybrid Participation

CLALLAM TRANSIT SYSTEM
In-Person: 830 W. Lauridsen Blvd, Port Angeles
Virtual: 253-215-8782
Meeting ID: 858 1027 6869

AGENDA

Agenda items requiring action may be taken by unanimous consent, when appropriate to do so.

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

The public is welcome to participate in the meeting by joining via phone by calling **253-215-8782** and entering meeting ID no. **858 1027 6869** or by attending in-person. However, we encourage anyone interested in providing public comment to the CTS Board to please email your comments to boardclerk@clallamtransit.com or mail to Clallam Transit System, 830 West Lauridsen Boulevard, Port Angeles, WA 98363. Providing comments 24 hours in advance of the meeting will ensure that they are distributed to the board. During the public comment period, persons may speak for up to three minutes by stating their name and residential jurisdiction. Comments will be addressed to the entire CTS Board and not to one individual. Board members will not provide responses or engage in direct conversation during the public comment period.

PRESENTATIONS

A. None.

CONSENT AGENDA

A. Factsheet 2025-007: Consent Agenda – Motion No. M3:2025
1) **Payment Listing** – January 9, 2025, through February 12, 2025
2) **Board Meeting Minutes** – January 15, 2025

ACTION ITEMS

A. Factsheet 2025-008: Transit Driver Appreciation Day – Proclamation No. P1:2025
Jason McNickle, Operations Manager

B. Factsheet 2025-009: Remix Technologies, LLC Contract – Motion No. M4:2025
Jason McNickle, Operations Manager

C. Factsheet 2025-010: Board Committee Appointments – Motion No. M5:2025
Barb Cox, Human Resources Manager/Clerk to the Board

D. Factsheet 2025-011: General Manager Mid-year Informal Review – Motion No. M6:2025
Barb Cox, Human Resources Manager/Clerk to the Board

INFORMATIONAL ITEMS

A.	Executive Report	Jim Fetzer, General Manager
B.	**Factsheet 2025-012:** Operations Department Report	Jason McNickle, Operations Manager
C.	**Factsheet 2025-013:** Finance Department Report	Cherie Huxtable, Finance Manager
D.	Maintenance Department Report	Gary Abrams, Maintenance Manager
E.	**Factsheet 2025-014:** Administrative Services Department Report	Barb Cox, Human Resources Manager

BOARD OPEN DISCUSSION

ADJOURNMENT

Title: February 2025 Consent Agenda
Submitted By: James I. Fetzer, General Manager
Authorized By: N/A

Factsheet: 2025-007
Date: February 19, 2025

Background
The Clallam Transit System Board (Board) has adopted the special rule order for the consent agenda process, as outlined in the Section 3.4 Parliamentary Procedure of the *Bylaws of the Clallam County Public Transportation Benefit Area*. All items listed within the consent agenda have been distributed to each member of the Board for review prior to the meeting and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, then by request, that item may be removed from consent agenda.

Discussion
- **Payment Listing:** The listing of payments as summarized in the attached memorandum are presented for review and approval by the Board.
- **Board Meeting Minutes:** The minutes from the last meeting have been drafted and are presented for review and approval by the Board.

Recommended Action
Move to approve the actions outlined above in the consent agenda, Motion No. M3:2025, as presented.

Attachments
- Payment Listing – January 9, 2025, through February 12, 2025
- Board Minutes – January 15, 2025

Passed and adopted by the Board at a regular meeting by CTS Motion No. M3:2025 thereof this 19th day of February 2025.

_____
Mark Ozias, Board Chairperson

Approved as to Content:

_____
James I. Fetzer, General Manager

Attest:

_____
Barb Cox, Clerk to the Board

Orig: Board Meeting File

830 West Lauridsen Boulevard
Port Angeles, Washington 98363

CLALLAM TRANSIT

www.clallamtransit.com
360-452-4511

Title: Payment Listing for Board Approval

Submitted By: Cherie Huxtable, Finance Manager

Authorized By: Jim Fetzer, General Manager

PAYMENT LISTING FOR BOARD APPROVAL

The listing of payments as summarized above and listed on the following pages, are hereby presented for approval.

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims are just and due obligations against the Clallam Transit System, and that I am authorized to authenticate and certify to said claims."

Finance Manager — January 15, 2025 (Date)

Umpqua Bank	From	To	From	To	Amount
Automated Checks	1/9/2025	2/12/2025	100954	101085	391,010.34
ACHs - External Initiated	1/9/2025	2/12/2025	50719	50729	318,092.45
ACHs - External Initiated	1/9/2025	2/12/2025	*	DFT0000364	131,717.59
ACHs - Other Internal Initiated	1/9/2025	2/12/2025	192	224	269,350.50
	TOTAL "Accounts Payable Check Disbursement List"				**$ 1,110,170.88**
				*Quarterly tax payment drafts have intermittent numbers	
ACHs - Payroll Internal Initiated	1/9/2025	2/12/2025	EFT0022	EFT0025	562,418.78
				TOTAL ACH REGISTER	**$ 562,418.78**
				TOTAL ALL PAYMENTS	**$ 1,672,589.66**

BOARD APPROVAL OF PAYMENT LISTING

Payments audited and certified by the finance manager as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board.

The Clallam Transit System Board, by a (unanimous, majority) vote, does approve for payment those checks and electronic payments disbursed and included on the listings provided.

Chair — Date

Clallam Transit System

Check Report

By Check Number

Date Range: 01/09/2025 - 02/12/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 6078 - Checking-Umpqua Checking						
Payment Type: EFT						
633	PETROCARD, INC	01/10/2025	EFT	0.00	1,685.16	192
AK067	ANITA CAMPBELL	01/10/2025	EFT	0.00	1,200.00	193
JK236	JEFF KINGSLEY	01/10/2025	EFT	0.00	136.00	194
5002	RYAN WOODS	01/10/2025	EFT	0.00	134.95	195
5056	TIMOTHY BENJAMIN PHILLIPS	01/10/2025	EFT	0.00	750.00	196
214	AMALGAMATED TRANSIT UNION	01/09/2025	EFT	0.00	2,124.39	197
210	EMPLOYEES ASSOCIATION	01/09/2025	EFT	0.00	388.50	198
810	HRA VEBA	01/09/2025	EFT	0.00	19,324.75	199
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	01/09/2025	EFT	0.00	10,104.07	200
843	PF EA CHARITY FUND	01/09/2025	EFT	0.00	36.00	201
240	UNITED WAY OF CLALLAM COUNTY	01/09/2025	EFT	0.00	96.00	202
9JG20	JEFF GINGELL	01/17/2025	EFT	0.00	77.14	203
KG021	KEVIN E GALLACCI	01/17/2025	EFT	0.00	300.00	204
RB245	RICK BURTON	01/17/2025	EFT	0.00	24.00	205
5091	ZACCHEAUS AVERY	01/17/2025	EFT	0.00	102.00	206
633	PETROCARD, INC	01/17/2025	EFT	0.00	7,959.05	207
633	PETROCARD, INC	01/24/2025	EFT	0.00	9,124.13	208
214	AMALGAMATED TRANSIT UNION	01/23/2025	EFT	0.00	2,194.09	209
210	EMPLOYEES ASSOCIATION	01/23/2025	EFT	0.00	1,981.50	210
810	HRA VEBA	01/23/2025	EFT	0.00	4,063.74	211
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	01/23/2025	EFT	0.00	11,119.08	212
843	PF EA CHARITY FUND	01/23/2025	EFT	0.00	36.00	213
240	UNITED WAY OF CLALLAM COUNTY	01/23/2025	EFT	0.00	40.00	214
5002	RYAN WOODS	01/31/2025	EFT	0.00	67.79	215
AK067	ANITA CAMPBELL	02/07/2025	EFT	0.00	300.00	216
325A	HEALTH CARE AUTHORITY	02/07/2025	EFT	0.00	164,087.65	217
633	PETROCARD, INC	02/07/2025	EFT	0.00	693.99	218
214	AMALGAMATED TRANSIT UNION	02/06/2025	EFT	0.00	2,234.55	219
210	EMPLOYEES ASSOCIATION	02/06/2025	EFT	0.00	388.50	220
810	HRA VEBA	02/06/2025	EFT	0.00	17,684.29	221
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	02/06/2025	EFT	0.00	10,818.18	222
843	PF EA CHARITY FUND	02/06/2025	EFT	0.00	36.00	223
240	UNITED WAY OF CLALLAM COUNTY	02/06/2025	EFT	0.00	39.00	224
			Total EFT:	**0.00**	**269,350.50**	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
184	WA DOR - B&O TAXES	01/10/2025	Bank Draft	0.00	471.97	50719
448	WASHINGTON STATE SUPPORT REGISTRY	01/09/2025	Bank Draft	0.00	92.30	50720
858	EFTPS - 941 DEPOSITS	01/09/2025	Bank Draft	0.00	59,221.39	50721
303	WA DRS - DEPT OF RETIREMENT SRVCS	01/09/2025	Bank Draft	0.00	41,876.36	50722
448	WASHINGTON STATE SUPPORT REGISTRY	01/23/2025	Bank Draft	0.00	92.30	50723
858	EFTPS - 941 DEPOSITS	01/23/2025	Bank Draft	0.00	66,326.80	50724
303	WA DRS - DEPT OF RETIREMENT SRVCS	01/23/2025	Bank Draft	0.00	43,101.45	50725
184	WA DOR - B&O TAXES	02/07/2025	Bank Draft	0.00	214.06	50726
858	EFTPS - 941 DEPOSITS	02/06/2025	Bank Draft	0.00	63,386.49	50727
858	EFTPS - 941 DEPOSITS	02/06/2025	Bank Draft	0.00	240.31	50728
303	WA DRS - DEPT OF RETIREMENT SRVCS	02/06/2025	Bank Draft	0.00	43,069.02	50729
			Total Bank Draft:	**0.00**	**318,092.45**	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Regular						
1150	AMAZON CAPITAL SERVICES	01/14/2025	Regular	0.00	1,400.87	100954
476	ANGELES PLUMBING LLC	01/14/2025	Regular	0.00	335.85	100955
011	ASSOCIATION OF WASHINGTON CITIES	01/14/2025	Regular	0.00	28,911.20	100956
1014	AVAIL TECHNOLOGIES, INC.	01/14/2025	Regular	0.00	31,627.28	100957
1081	CINTAS CORP NO 2	01/14/2025	Regular	0.00	108.73	100958
1066	CINTAS CORPORATION NO 3	01/14/2025	Regular	0.00	271.97	100959
031	CITY OF PORT ANGELES	01/14/2025	Regular	0.00	6,453.04	100960
960	EVERGREEN COLLISION CENTER, INC.	01/14/2025	Regular	0.00	6,739.34	100961
634	FORKS CHAMBER OF COMMERCE	01/14/2025	Regular	0.00	100.00	100962
435	GALLS PARENT HOLDINGS LLC	01/14/2025	Regular	0.00	1,397.84	100963
	Void	01/14/2025	Regular	0.00	0.00	100964
014	LES SCHWAB GROUP HOLDINGS LLC	01/14/2025	Regular	0.00	5,624.02	100965
923	MATTHEW C LASHER III	01/14/2025	Regular	0.00	315.81	100966
874	NORTHWEST PLASTICS, INC.	01/14/2025	Regular	0.00	1,436.39	100967
219	NORTHWEST TRANSMISSIONS LLC	01/14/2025	Regular	0.00	4,457.28	100968
237	OLYMPIC DM DISPOSAL	01/14/2025	Regular	0.00	128.15	100969
937	OLYMPIC SPRINGS, INC	01/14/2025	Regular	0.00	303.08	100970
1183	PROCOM LLC	01/14/2025	Regular	0.00	231.00	100971
1095	REANDEAU STORMWATER MANAGEMENT	01/14/2025	Regular	0.00	3,267.01	100972
1239	Security Service Northwest, Inc.	01/14/2025	Regular	0.00	1,485.00	100973
108	SOUND PUBLISHING INC.	01/14/2025	Regular	0.00	699.00	100974
110	SPECTRA LABORATORIES - KITSAP, LLC	01/14/2025	Regular	0.00	216.00	100975
1175	TYLER TECHNOLOGIES, INC	01/14/2025	Regular	0.00	1,290.00	100976
509	VESTIS GROUP	01/14/2025	Regular	0.00	108.65	100977
017	WAVE BROADBAND	01/14/2025	Regular	0.00	136.49	100978
845	WAVE DIVISION HOLDINGS, LLC	01/14/2025	Regular	0.00	1,307.95	100979
344	XEROX CORPORATION	01/14/2025	Regular	0.00	10.90	100980
1150	AMAZON CAPITAL SERVICES	01/15/2025	Regular	0.00	1,363.40	100981
510	CUMMINS INC.	01/15/2025	Regular	0.00	44.81	100982
307	FERRELLGAS LP	01/15/2025	Regular	0.00	3,261.64	100983
305	GILLIG LLC	01/15/2025	Regular	0.00	1,756.39	100984
874	NORTHWEST PLASTICS, INC.	01/15/2025	Regular	0.00	1,350.36	100985
221	RACE STREET AUTO PARTS-NAPA	01/15/2025	Regular	0.00	754.36	100986
1088	ROUSH CLEAN TECH LLC	01/15/2025	Regular	0.00	837.71	100987
999	CENTURYLINK	01/22/2025	Regular	0.00	339.32	100988
1081	CINTAS CORP NO 2	01/22/2025	Regular	0.00	13.50	100989
1066	CINTAS CORPORATION NO 3	01/22/2025	Regular	0.00	271.97	100990
032	CITY OF SEQUIM	01/22/2025	Regular	0.00	2,941.32	100991
960	EVERGREEN COLLISION CENTER, INC.	01/22/2025	Regular	0.00	10,447.65	100992
057	GRAINGER	01/22/2025	Regular	0.00	132.18	100993
923	MATTHEW C LASHER III	01/22/2025	Regular	0.00	473.72	100994
874	NORTHWEST PLASTICS, INC.	01/22/2025	Regular	0.00	217.80	100995
156	PITNEY BOWES	01/22/2025	Regular	0.00	230.39	100996
1184	STEPHANIE GRAY PHOTOGRAPHY	01/22/2025	Regular	0.00	217.80	100997
181	VERIZON WIRELESS,BELLEVUE	01/22/2025	Regular	0.00	832.73	100998
509	VESTIS GROUP	01/22/2025	Regular	0.00	106.86	100999
597	WA ESD - UNEMPLOYMENT TAXES	01/22/2025	Regular	0.00	11,781.00	101000
1137	WALTER E NELSON OF WEST WASHINGTON	01/22/2025	Regular	0.00	70.71	101001
510	CUMMINS INC.	01/23/2025	Regular	0.00	1,766.98	101002
307	FERRELLGAS LP	01/23/2025	Regular	0.00	3,410.61	101003
305	GILLIG LLC	01/23/2025	Regular	0.00	1,827.33	101004
178	HARLOW'S BUS SALES INC.	01/23/2025	Regular	0.00	334.52	101005
1224	KBT DISTRIBUTING LLC	01/23/2025	Regular	0.00	28,302.38	101006
322	MOHAWK MFG. & SUPPLY CO.	01/23/2025	Regular	0.00	303.72	101007
751	MUNCIE RECLAMATION & SUPPLY	01/23/2025	Regular	0.00	29.78	101008
221	RACE STREET AUTO PARTS-NAPA	01/23/2025	Regular	0.00	121.23	101009
1150	AMAZON CAPITAL SERVICES	01/28/2025	Regular	0.00	841.46	101010
504	ANGELES COMMUNICATION INC	01/28/2025	Regular	0.00	614.74	101011
999	CENTURYLINK	01/28/2025	Regular	0.00	158.43	101012
1066	CINTAS CORPORATION NO 3	01/28/2025	Regular	0.00	271.97	101013

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
031	CITY OF PORT ANGELES	01/28/2025	Regular	0.00	1,429.82	101014
435	GALLS PARENT HOLDINGS LLC	01/28/2025	Regular	0.00	605.12	101015
1182	HSI WORKPLACE COMPLIANCE SOLUTIONS	01/28/2025	Regular	0.00	2,066.47	101016
923	MATTHEW C LASHER III	01/28/2025	Regular	0.00	157.90	101017
1189	MODEL 1 COMMERCIAL VEHICLES, INC.	01/28/2025	Regular	0.00	55,757.15	101018
564	PUD #1 OF CLALLAM COUNTY	01/28/2025	Regular	0.00	86.77	101019
119	QUILLAYUTE VALLEY SCHOOL DISTRICT #402	01/28/2025	Regular	0.00	2,217.12	101020
1239	Security Service Northwest, Inc.	01/28/2025	Regular	0.00	2,722.50	101021
536	THRYV, INC	01/28/2025	Regular	0.00	35.00	101022
1046	UNITE GPS LLC	01/28/2025	Regular	0.00	2,901.00	101023
181	VERIZON WIRELESS,BELLEVUE	01/28/2025	Regular	0.00	1,097.79	101024
509	VESTIS GROUP	01/28/2025	Regular	0.00	106.68	101025
145	WSTA	01/28/2025	Regular	0.00	28,869.00	101026
1142	EUROFINS TESTOIL, INC	01/29/2025	Regular	0.00	1,100.00	101027
307	FERRELLGAS LP	01/29/2025	Regular	0.00	2,124.36	101028
178	HARLOW'S BUS SALES INC.	01/29/2025	Regular	0.00	186.67	101029
1134	THERMO FLUIDS INC.	01/29/2025	Regular	0.00	166.60	101030
179	BANK OF AMERICA	01/31/2025	Regular	0.00	17,205.75	101031
US0506	US BANK 0506	01/31/2025	Regular	0.00	159.87	101032
US2500	US BANK 2500	01/31/2025	Regular	0.00	123.09	101033
US6068	US BANK 6068	01/31/2025	Regular	0.00	134.89	101034
US6375	US BANK 6375	01/31/2025	Regular	0.00	1,202.59	101035
US6383	US BANK 6383	01/31/2025	Regular	0.00	281.29	101036
US6466	US BANK 6466	01/31/2025	Regular	0.00	89.63	101037
US9494	US BANK 9494	01/31/2025	Regular	0.00	703.47	101038
US3151	USBANK 3151	01/31/2025	Regular	0.00	743.13	101039
US9673	USBANK 9673	01/31/2025	Regular	0.00	83.70	101040
US9737	USBANK 9737	01/31/2025	Regular	0.00	127.21	101041
1150	AMAZON CAPITAL SERVICES	02/04/2025	Regular	0.00	475.45	101042
109	CENTURYLINK	02/04/2025	Regular	0.00	141.29	101043
1066	CINTAS CORPORATION NO 3	02/04/2025	Regular	0.00	271.97	101044
1089	DR PANZA LLC	02/04/2025	Regular	0.00	1,680.00	101045
014	LES SCHWAB GROUP HOLDINGS LLC	02/04/2025	Regular	0.00	1,211.46	101046
923	MATTHEW C LASHER III	02/04/2025	Regular	0.00	473.72	101047
874	NORTHWEST PLASTICS, INC.	02/04/2025	Regular	0.00	1,698.84	101048
036	ROBERT PURCELL	02/04/2025	Regular	0.00	577.50	101049
1239	Security Service Northwest, Inc.	02/04/2025	Regular	0.00	1,677.50	101050
072	SEQUIM GAZETTE	02/04/2025	Regular	0.00	50.00	101051
698	TRAPEZE SOFTWARE GROUP, INC.	02/04/2025	Regular	0.00	186.46	101052
509	VESTIS GROUP	02/04/2025	Regular	0.00	103.60	101053
389	VESTIS GROUP INC	02/04/2025	Regular	0.00	120.74	101054
344	XEROX CORPORATION	02/04/2025	Regular	0.00	306.64	101055
510	CUMMINS INC.	02/05/2025	Regular	0.00	55.94	101056
307	FERRELLGAS LP	02/05/2025	Regular	0.00	3,070.42	101057
751	MUNCIE RECLAMATION & SUPPLY	02/05/2025	Regular	0.00	701.15	101058
1150	AMAZON CAPITAL SERVICES	02/11/2025	Regular	0.00	401.26	101059
1066	CINTAS CORPORATION NO 3	02/11/2025	Regular	0.00	271.97	101060
031	CITY OF PORT ANGELES	02/11/2025	Regular	0.00	6,956.14	101061
361	COPY CAT GRAPHICS & SIGNS, LLC	02/11/2025	Regular	0.00	5,771.72	101062
1121	LEMAY MOBILE SHREDDING	02/11/2025	Regular	0.00	72.28	101063
014	LES SCHWAB GROUP HOLDINGS LLC	02/11/2025	Regular	0.00	1,824.97	101064
937	OLYMPIC SPRINGS, INC	02/11/2025	Regular	0.00	263.00	101065
1052A	OneBridge Benefits	02/11/2025	Regular	0.00	150.00	101066
1239	Security Service Northwest, Inc.	02/11/2025	Regular	0.00	1,182.50	101067
108	SOUND PUBLISHING INC.	02/11/2025	Regular	0.00	699.00	101068
136	THYSSENKRUPP ELEVATOR CORPORATION	02/11/2025	Regular	0.00	10,314.02	101069
1046	UNITE GPS LLC	02/11/2025	Regular	0.00	2,901.00	101070
181	VERIZON WIRELESS,BELLEVUE	02/11/2025	Regular	0.00	6,499.51	101071
509	VESTIS GROUP	02/11/2025	Regular	0.00	107.02	101072
417	WA L&I - ELEVATOR SECTION	02/11/2025	Regular	0.00	174.30	101073
1137	WALTER E NELSON OF WEST WASHINGTON	02/11/2025	Regular	0.00	718.39	101074

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
017	WAVE BROADBAND	02/11/2025	Regular	0.00	136.51	101075
746	WEST WASTE & RECYCLING, INC.	02/11/2025	Regular	0.00	120.00	101076
510	CUMMINS INC.	02/12/2025	Regular	0.00	728.38	101077
1143	DOBBS HEAVY DUTY HOLDINGS LLC	02/12/2025	Regular	0.00	1,039.14	101078
307	FERRELLGAS LP	02/12/2025	Regular	0.00	4,010.38	101079
305	GILLIG LLC	02/12/2025	Regular	0.00	3,938.10	101080
1224	KBT DISTRIBUTING LLC	02/12/2025	Regular	0.00	28,267.57	101081
751	MUNCIE RECLAMATION & SUPPLY	02/12/2025	Regular	0.00	2,987.27	101082
471	PRICE FORD	02/12/2025	Regular	0.00	316.43	101083
221	RACE STREET AUTO PARTS-NAPA	02/12/2025	Regular	0.00	1,372.76	101084
664	ROMAINE ELECTRIC CORP.	02/12/2025	Regular	0.00	707.85	101085
			Total Regular:	**0.00**	**391,010.34**	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
858	EFTPS - 941 DEPOSITS	01/09/2025	Bank Draft	0.00	-87.56	DFT0000342
			Total Bank Draft:	**0.00**	**-87.56**	

Bank Code 6078 - Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	295	131	0.00	391,010.34
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	12	12	0.00	318,004.89
EFT's	95	33	0.00	269,350.50
	402	**177**	**0.00**	**978,365.73**

Clallam Transit System

Check Report

By Check Number

Date Range: 10/03/2024 - 12/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 6078 - Checking-Umpqua Checking						
1041	WA ESD - PFML & CARES	10/03/2024	Bank Draft	0.00	3,534.63	DFT0000266
183	WA L&I - WORKERS COMP	10/03/2024	Bank Draft	0.00	15,780.03	DFT0000267
1041	WA ESD - PFML & CARES	10/03/2024	Bank Draft	0.00	0.21	DFT0000271
1041	WA ESD - PFML & CARES	10/17/2024	Bank Draft	0.00	3,508.87	DFT0000276
183	WA L&I - WORKERS COMP	10/17/2024	Bank Draft	0.00	15,818.92	DFT0000277
1041	WA ESD - PFML & CARES	10/31/2024	Bank Draft	0.00	3,482.49	DFT0000285
183	WA L&I - WORKERS COMP	10/31/2024	Bank Draft	0.00	15,701.63	DFT0000286
1041	WA ESD - PFML & CARES	11/01/2024	Bank Draft	0.00	20.92	DFT0000291
183	WA L&I - WORKERS COMP	11/01/2024	Bank Draft	0.00	-370.54	DFT0000292
1041	WA ESD - PFML & CARES	11/14/2024	Bank Draft	0.00	3,508.08	DFT0000297
183	WA L&I - WORKERS COMP	11/14/2024	Bank Draft	0.00	15,878.92	DFT0000298
1041	WA ESD - PFML & CARES	11/27/2024	Bank Draft	0.00	1.55	DFT0000301
183	WA L&I - WORKERS COMP	11/27/2024	Bank Draft	0.00	-35.18	DFT0000302
1041	WA ESD - PFML & CARES	11/27/2024	Bank Draft	0.00	3,411.73	DFT0000306
183	WA L&I - WORKERS COMP	11/27/2024	Bank Draft	0.00	15,344.46	DFT0000307
1041	WA ESD - PFML & CARES	12/12/2024	Bank Draft	0.00	3,312.11	DFT0000316
183	WA L&I - WORKERS COMP	12/12/2024	Bank Draft	0.00	13,769.75	DFT0000317
1041	WA ESD - PFML & CARES	12/17/2024	Bank Draft	0.00	24.50	DFT0000320
1041	WA ESD - PFML & CARES	12/17/2024	Bank Draft	0.00	4.80	DFT0000324
1041	WA ESD - PFML & CARES	12/26/2024	Bank Draft	0.00	-11.98	DFT0000329
1041	WA ESD - PFML & CARES	12/26/2024	Bank Draft	0.00	3,510.23	DFT0000334
183	WA L&I - WORKERS COMP	12/26/2024	Bank Draft	0.00	15,516.11	DFT0000335
1041	WA ESD - PFML & CARES	10/03/2024	Bank Draft	0.00	-2.55	DFT0000350
1041	WA ESD - PFML & CARES	10/03/2024	Bank Draft	0.00	-0.20	DFT0000354
183	WA L&I - WORKERS COMP	12/26/2024	Bank Draft	0.00	0.31	DFT0000362
1041	WA ESD - PFML & CARES	12/26/2024	Bank Draft	0.00	-0.06	DFT0000363
1041	WA ESD - PFML & CARES	12/26/2024	Bank Draft	0.00	95.41	DFT0000364

Bank Code 6078 - Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	27	27	0.00	131,805.15
EFT's	0	0	0.00	0.00
	27	**27**	**0.00**	**131,805.15**

BOARD MEETING MINUTES

Wednesday, January 15, 2025
Regular Meeting

In-person Meeting:
830 West Lauridsen Blvd., Port Angeles
Virtual: 858 1027 6869

BOARD MEMBERS PRESENT: Mark Ozias, Clallam County; Mike French, Clallam County; Brendan Meyer, City of Port Angeles; Lindsey Schromen-Wawrin, City of Port Angeles; Jeff Gingell, City of Forks; Clint Wood, City of Forks; Rachel Anderson, City of Sequim; Brendon Janisse, City of Sequim; and Rick Burton, ATU Local 587 Representative (non-voting)

STAFF PRESENT: Jim Fetzer, General Manager; Jason McNickle, Operations Manager; Barb Cox, Human Resources Manager/Clerk to the Board; Gary Abrams, Maintenance Manager; and Julie Shannon, Administrative Services Coordinator

1. **CALL TO ORDER**
   Meyer called the in-person and virtual meeting to order at 10:03 a.m., with 8 voting members present. ***Quorum met.***

2. **ROLL CALL**
   Cherie Huxtable, Finance Manager was absent.

3. **PUBLIC COMMENT**
   One public comment received regarding paratransit scheduling.

4. **PRESENTATION – Employee of the 4th Quarter 2024 – Administrative Services Coordinator/Deputy Clerk of the Board Hayley Grall:** Grall was introduced and commended for all accomplishments at Clallam Transit System (CTS).

5. **CONSENT AGENDA – Factsheet 2025-001: Consent Agenda – Motion No. M1:2025**
   A. **Payment Listing** – December 12, 2024, through January 8, 2025.
   B. **Board Meeting Minutes** – December 18, 2024.
   C. **Resolution R1:2025** – Employee of the Fourth Quarter 2024; Administrative Services Coordinator/Deputy Clerk of the Board Hayley Grall.

   FINAL ACTION: French moved *to approve the consent agenda.* ***Motion passed – unanimous consent.***

6. **ACTION ITEMS**
   A. **Factsheet 2025-002: 2025 Board Officer Elections – Motion No. M2:2025**
   The Board followed the recommended sequence by electing Clallam County representative, Mark Ozias as chairperson and City of Forks representative, Jeff Gingell as vice-chairperson.

   FINAL ACTION: Meyer moved *by motion M2:2025, to approve the nominations of the board members for 2025 CTS Board Chairperson Mark Ozias and Vice-chairperson Jeff Gingell.* ***Motion passed – unanimous consent.***

   B. **Factsheet 2024-003 – Investing Public Funds Policy – Resolution No. R2:2025**
   The policy was established in 2007 and has been updated to include current RCW 39.59 language.

   FINAL ACTION: Ozias moved *to approve CTS Resolution R2:2025 which amends, the CTS Investing Public Funds policy and rescinding CTS resolution No R10:2007 and all prior resolutions, as presented.* ***Motion passed – unanimous consent.***

7. INFORMATIONAL ITEMS

A. Executive Report

- **Washington State Department of Transportation (WSDOT) Consolidated Grant:** Award of $100,000 for design development of the transfer station for transfers between CTS Strait Shot 123 and Jefferson Transit/Kitsap Express.
- **Transits Next Leader Institute (TNLI)**: Application process completed, and CTS Mobility Coordinator Delaney Ronish was selected to apply for the program.
- **New CTS Interlink van:** Available for Board tour.

B. Factsheet 2025-004: Operations Department Report: Report overview provided. Request for data year over year by month.

C. Factsheet 2025-005: Finance Department Report: Report overview provided. Service expansion planned with implementation of new software.

D. Maintenance Department Report

- **New vehicles:** Preparing to place 12 into service.
- **Vehicle procurement:** Five paratransit vehicles and four fixed-route vehicles.

E. Factsheet 2025-006: Administrative Services Department Report: Report overview provided.

8. BOARD OPEN DISCUSSION

- Burton attended service for slain Seattle transit driver.
- Meyer gave thanks for chairing opportunity in 2024.

9. MEETING ADJOURNMENT

Next board meeting, February 19, 2025, at 10:00 a.m. with in-person and remote options.

There being no further business, the board chairperson adjourned the meeting at 10:29 a.m.

Brendan Meyer, Chairperson

Julie Shannon, Administrative Services Coordinator

Title: Transit Driver Appreciation Day Proclamation **Factsheet:** 2025-008
Submitted By: Jason McNickle, Operations Manager **Date:** February 19, 2025
Authorized By: James I. Fetzer, General Manager

Background

Each year, March 18 is nationally celebrated as Transit Driver Appreciation Day, a tradition that began in 2009 to celebrate the public service of public transit operators.

The Clallam Transit System Board (Board) has also historically used this date as an opportunity to publicly acknowledge the work of Clallam Transit System's (CTS) fixed-route transit and paratransit operators and encourage community members to express appreciation to transit operators.

Discussion

CTS sincerely appreciates the work of its fixed-route and paratransit operators. They continue to meet everyday challenges safely and with a high level of professionalism and courtesy.

CTS is proposing the Board proclaim March 18, 2025, as *Transit Driver Appreciation Day* in recognition of the operators who serve public transit in Clallam County and its regional connections.

Recommended Action

Approve CTS Proclamation P1:2025 Transit Driver Appreciation Day, as presented.

Attachments

CTS Proclamation P1:2025 Transit Driver Appreciation Day

Orig: Transit Driver Appreciation Day File
cc: Board Meeting File

TRANSIT DRIVER APPRECIATION DAY
PROCLAMATION NO. P1:2025

A proclamation of the Board of Clallam Transit System to proclaim March 18, 2025, as *Transit Driver Appreciation Day* in Clallam County.

Whereas, fixed-route and paratransit operators provide vital public services by affording safe, friendly, reliable transportation to Clallam County community members and visitors alike; and

Whereas, transit operators deliver safe transportation services during adverse weather conditions, unpredictable traffic delays, and road closures; and

Whereas, transit operators must manage schedules, time-points, fare collections, stop announcements, and customer interactions all while maneuvering large vehicles in very constrained and congested areas at times; and

Whereas, transit operators enjoy the passengers they serve and rise to the challenge of addressing the diverse needs of passengers they encounter with courtesy and respect; and

Whereas, transit operators continue to meet everyday challenges safely and with a high level of professionalism and courtesy, and

Whereas, under all circumstances, transit operators must maintain control of their vehicles while delivering exceptional customer service to their passengers; and

Whereas, transit operators are the face of the transit system and wear it proudly; now therefore,

Be it Resolved by the Board that:

The Board of Clallam Transit System hereby proclaims March 18, 2025, as *Transit Driver Appreciation Day*, in Clallam County, and extends its sincere gratitude to all transit drivers for their important work. The Board hereby encourages the public to express their gratitude to the transit drivers and to celebrate the contributions of our hard-working transit drivers.

Passed and Adopted by the Board at a regular meeting thereof this 19th day of February 2025.

_____

Mark Ozias, Board Chairperson

Approved as to Content:

_____

James I. Fetzer, General Manager

Attest:

_____

Barb Cox, Clerk to the Board

Title: Remix by Via Contract
Submitted By: Jason McNickle, Operations Manager
Authorized By: Jim Fetzer, General Manager

Factsheet: 2025-009
Date: February 19, 2025

Background
Clallam Transit System is seeking new fixed-route scheduling software, and as part of our procurement process, we issued a Request for Proposal (RFP) to gather qualified proposals. After careful consideration, we received two strong submissions, one from Remix by Via and another from Hastus by CSched.

Discussion
After reviewing both proposals and listening to their presentations, we have decided to move forward with Remix by Via. Several key factors influenced our decision:

1. **Integration Timeline:** Remix's integration timeline was nearly half the duration compared to the timeline proposed by CSched.
2. **Cost:** Remix's pricing proposal was significantly more affordable than CSched's. The Remix proposal for the first year is $27,500, with the initial production costs waived. The total cost for a three-year contract with Remix is $84,900, with an average yearly cost of $28,300.
3. **Flexibility:** Remix offers multiple options when creating bids within the fixed route scheduling software, providing added flexibility.

In comparison, CSched's proposal for the first year was $30,525, with an initial one-time expense of $32,485. The total cost for a three-year contract with CSched would have been $128,717, with an average yearly cost of $42,906.

Both proposals offered an improved fixed-route scheduling solution over our current system, providing intuitive interfaces and easy-to-understand approaches, as well as effective data migration. However, after thorough deliberation, we concluded that Remix by Via provided the better overall solution.

Remix by Via also included optional packages for On-Demand Planning License for $21,600 and Operations Module for $25,600 over a three-year period. To account for any applicable taxes, fees, and optional packages, I am requesting a procurement authority up to $150,000.

Recommended Action
Move to authorize by CTS Motion No. M4:2025, to execute the Remix by Via contract to include a procurement spending authority up to $150,000 for a three-year period.

Attachments
Cost Proposal from Remix by Via

Passed and adopted by the Board at a regular meeting by CTS Motion No. M4:2025 thereof this 19th day of February 2025.

_____
Mark Ozias, Board Chairperson

Approved as to Content:

_____
James I. Fetzer, General Manager

Attest:

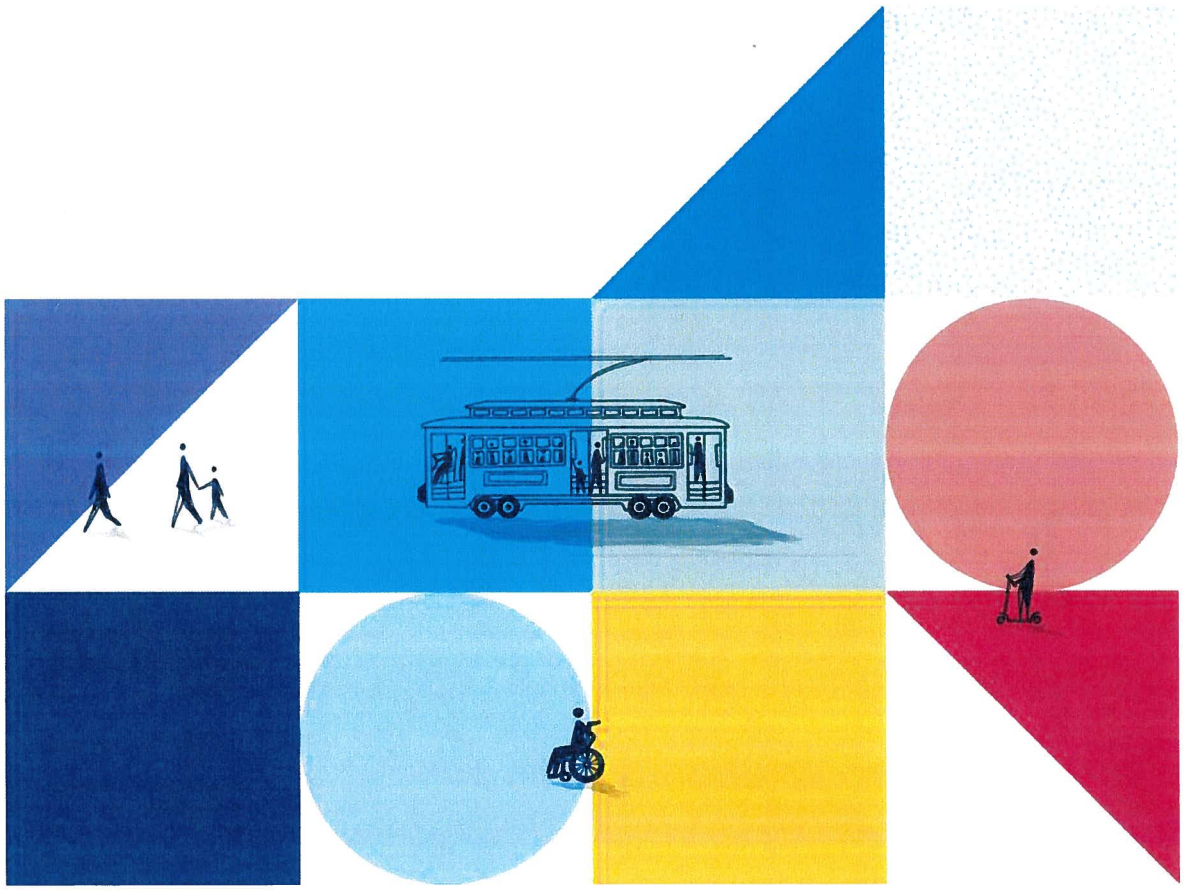
_____
Barb Cox, Clerk to the Board

RFP 2024-11 Fixed-Route Scheduling Software and Implementation

Clallam Transit System
Request for Proposals 2024-11

Cost Proposal
Submitted by Remix Technologies, LLC

December 2, 2024



remix by Via

Remix Technologies, LLC
(a wholly owned subsidiary of Via Transportation, Inc.)
114 5th Avenue, 17th Floor
New York, NY 10011

Subject: Cost Proposal for RFP 2024-11 Fixed-Route Scheduling Software and Implementation
To: Jason McNickle, Operations Manager
Clallam Transit System
830 West Lauridsen Boulevard
Port Angeles, Washington 98363

10. Cost Proposal

Below, we have included the requested information with regard to the Cost Proposal. We would be happy to discuss any items in further detail.

Cost Proposal Instructions	Remix's Response
1. CTS is seeking a "best value" proposal. In doing so CTS may not award the lowest priced firm but will weigh other factors as listed in the Evaluation Criteria.	Item acknowledged.
2. Per CTS policy, the cost proposal must be submitted separately from the technical proposal so as to not influence the technical evaluation.	This cost proposal has been submitted separately from the technical proposal as instructed.
3. Regarding the cost proposal, provide a completed pricing sheet that details the functional areas of your software solution that includes all one time, subscription, annual maintenance, continued support, and any other cost for items referenced in this proposal or that you offer.	Please see the table titled "Remix Pricing Proposal for Clallam Transit" and the completed Proposal Pricing Form, each included below.
4. Software pricing should clarify pricing models such as price per module, per user, or per employee per month. Per user	The pricing model for Remix is a flat annual fee, which includes unlimited users.

models should clarify whether you mean named users or concurrent users.	
5. Cost proposals should clarify customer service tiers and explain differentiated service level adjustments (SLAs), modes of service information including both user customer service and technical support that correspond to any tiers or offerings described in the non-technical requirements section, and data migration pricing tiers, if any.	The annual flat fee for Remix is inclusive of all customer service needs. This includes all technical support and data migration.
6. The cost proposal will not be opened until each submitted technical proposal has been carefully reviewed and evaluated, and the highest-ranking firms have been identified. The cost proposal will form the basis of contract negotiations.	Item acknowledged.

Below, we have included our proposed pricing for Clallam Transit in an example three-year contract. We would be happy to discuss any details, including the optional Remix modules, with CTS.

Remix Pricing Proposal for Clallam Transit System

Description	Year 1 Amount	Year 2 Amount	Year 3 Amount	Total Amount
Installation Fee	Waived	-	-	**Waived**
Remix Transit License	$27,500	$28,300	$29,100	**$84,900**
Total	**$27,500**	**$28,300**	**$29,100**	**$84,900**
Optional: Remix On-Demand Planning License	*$7,000*	*$7,200*	*$7,400*	*$21,600*
Optional: Remix Operations Module	*$8,300*	*$8,500*	*$8,800*	*$25,600*

Note: Annual inflation and innovation index of 3% applied after year 1

On the following page, please find the completed Addendum G: Proposal Pricing Form.

ADDENDUM G: PROPOSAL PRICING FORM
Fixed-Route Scheduling Software & Implementation
RFP No. 2024-11

RETURN BY:

EMAIL frontdesk@clallamtransit.com, no later than 4:00 p.m. on December 2, 2024.

Mail or in-person Clallam Transit System 830 W Lauridsen Blvd, Port Angeles, WA 98363

The undersigned hereby declares that he/she has carefully read and examined the Public Notice, the RFP, terms, and requirements, with all supporting certificates and affidavits, for the goods and services noted herein, and that they will enter into contract negotiations for said provision of goods and services, as specified, using the costs identified herein, as the basis for those contracted negotiations. Detailed cost information shall be attached and meet the requirements as described in the proposal.

	COST
Initial Product Cost (one-time expense)	$ Waived*
Annual Maintenance Fee	$ 27,500**

Remix Technologies LLC
Proposer Business Name

114 5th Avenue, FL 17, New York, NY 10011
Proposer Business Address

Signed by:
Dillon Twombly
3D9717A739E245B...
Dillon Twombly
Signature, duly authorized and printed name

Vice President
Title

11/26/2024
Date

Ben Peabody; (888) 501-7511 x4
Telephone Number and Contact Person Regarding Proposals

*The Initial Product Cost is Waived.
**The Annual Maintenance Fee for Year 1 is $27,500. An annual inflation and innovation index of 3% will be applied for subsequent years.

Title: 2025 Board Committee Appointments
Submitted By: Barb Cox, Clerk to the Board
Authorized By: James I. Fetzer, General Manager

Factsheet: 2025-010
Date: February 19, 2025

Background

Sections 3.8(f)(1) and (2) of the *Bylaws of the Clallam County Public Transportation Benefit Area (Bylaws)* state that there will be two standing committees of the Clallam Transit System Board (Board).

The composition of each committee shall be composed of not more than four (4) regular voting Board members (one designated from each jurisdiction) and citizen-elector members, if determined to be needed. The Board Chairperson may appoint individual members, with Board consent. The conduct of the committees shall be established by the Bylaws.

Discussion

Each year, the Board will select board members to serve on the Clallam Transit System (CTS) Administration and Finance and the Operations and Maintenance Committees. In addition, CTS requests the Board designate a primary representative and two alternate representatives to serve on the Peninsula Regional Transportation Planning Organization (PRTPO). The committee membership for 2024 is included for the Board's reference.

Administration and Finance Committee	
Rachel Anderson, City of Sequim	Mike French, Clallam County
Clint Wood, City of Forks	Brendan Meyer, City of Port Angeles
Operations and Maintenance Committee	
Mark Ozias, Clallam County	Jeff Gingell, City of Forks
Kathy Downer, City of Sequim	Lindsey Schromen-Wawrin, City of Port Angeles
PRTPO	
Primary: Brendan Meyer, City of Port Angeles	
Alternate No. 1: Jim Fetzer, CTS	
Alternate No. 2: Lindsey Schromen-Wawrin, City of Port Angeles	

Recommended Action

Move by motion M5:2025, to appoint the 2025 members of the CTS Operations and Maintenance Committee, the CTS Administration and Finance Committee, and the PRTPO representatives.

Attachments

None.

Passed and Adopted by the Board at a regular meeting by CTS Motion No. M5:2025 thereof this 19th day of February 2025.

_____
Mark Ozias, Board Chairperson

Approved as to Content:

_____
James I. Fetzer, General Manager

Attest:

_____
Barb Cox, Clerk to the Board

Orig: CTS Committees
cc: Board Meeting File

Title: General Manager Mid-term Informal Review
Submitted By: Barb Cox, Human Resources Manager
Authorized By: N/A

Factsheet: 2025-011
Date: February 19, 2025

Background

In accordance with the Clallam Transit System (CTS) *Board Planning Cycle* and the CTS *General Manager Performance Evaluation and Merit Compensation Policy*, an informal mid-year performance review of the general manager may occur in March of each year, and more frequently as needed. The informal review is not required by policy and is at the CTS Board's (Board) discretion. The policy can be found on our website under the employment tab in the policies.

Discussion

The Board may elect to conduct an informal performance review discussion with the general manager during a scheduled board meeting in executive session. The mid-year informal review is included in the CTS Board Planning Cycle in March.

Recommended Action

Approve by motion M6:2025:

- To conduct an informal performance review discussion of the CTS general manager in March at the scheduled board meeting.
  OR
- To forego the informal performance review discussion of the CTS general manager, at this time.

Attachments

None.

Passed and adopted by the Board at a regular meeting by CTS Motion No. M6:2025 thereof this 19th day of February 2025.

_____
Mark Ozias, Board Chairperson

Approved as to content

_____
James I. Fetzer, General Manager

Attest:

_____
Barb Cox, Clerk to the Board

Orig: James I. Fetzer Personnel File
cc: Board Meeting Packet

Title: February Operations Report
Submitted By: Jason McNickle, Operations Manager
Authorized By: Jim Fetzer, General Manager

Factsheet: 2025-012
Date: February 19, 2025

BACKGROUND

The Clallam Transit System (CTS) provides operational data to inform the board of ridership trends, service performance, vehicle accidents, passenger exclusions, mobile ticketing, and bus tracking statistics for the prior month.

DISCUSSION

Fixed-Route:

In January 2025, monthly fixed-route ridership increased by 26.58% compared to the same month in 2024. CTS provided 67,705 passenger trips in January, which is 14,219 more riders than in January 2024. The CTS Fixed-Route Ridership Statistics and the CTS Route Efficiency Report provide charted data reflecting fixed-route ridership and route performance.

Interlink Micro-transit Service:

Customer feedback for Interlink services continues to be positive. Passengers rate the quality of the service after each trip on a scale of 1 to 5, with 5 being the best possible experience. For January 2025, customers provided an average rating of 4.97 for trip quality in Sequim and 4.93 for Forks.

Monthly ridership for Forks Interlink increased by 42.88% in January compared to the same month in 2024, while Sequim Interlink ridership increased by 29.41%.

Paratransit:

January 2025 monthly ridership for Paratransit services rose by 13.28% compared to January 2024. The following tables summarize the key metrics for Clallam Connect service over the past months:

Measure	December 2024	December 2023	YTD 2024	YTD 2023	
Boardings	4,120	3,637	4,120	3,637	
On-Time Performance	97.81%	93.48%	97.81%	93.48%	*higher is better*
No-Shows	6.21%	9.62%	6.21%	9.62%	*lower is better*
Same-Day Cancellations	5.15%	4.59%	5.15%	4.59%	*lower is better*
Newly Approved Applicants	74	60	74	60	

Vehicle Accidents and Incidents:

In January, there was one reportable accident involving a Clallam Transit vehicle. A Clallam Connect bus contacted a parked car while pulling up to the curb. There were no injuries, and the damage was minor.

Exclusions:

There were four exclusions in January 2025, based on observed behaviors at the Gateway, Sequim Transit Center, Evergreen apartment bus stop, and Jamestown Campus in Blyn.

GPS Bus Tracking App (UniteGPS):

CTS uses the real-time bus tracking application, UniteGPS, allowing passengers to locate buses in real-time and access bus stop-level schedule information. CTS also utilizes StatCounter to monitor web analytics, such as the number of visitors and page views. The chart below shows page views and first-time users of the app:

Month	Page Views	First Time Visits
January 2025	12,781	1,265
December 2024	13,296	1,235
November 2024	14,013	1,370
October 2024	14,977	1,552
September 2024	15,963	1,810
August 2024	16,249	1,913
July 2024	13,758	1,899
June 2024	12,629	1,727
May 2024	12,388	1,436
April 2024	12,420	1,455
March 2024	11,241	1,366
February 2024	10,258	1,192
January 2024	10,808	1,337

Mobile Ticketing Program (Token Transit): Strait Shot / Hurricane Ridge Tickets & Sales

Month	Unique Users	Passes/Tickets	Gross Sales
January	209	370	$3,405
December 2024	268	477	$4,485
November 2024	238	413	$3,900
October 2024	266	483	$4,575
September 2024	295	554	$5,033
August 2024	460	1,061	$6,869.50
July 2024	425	1,018	$5,979
June 2024	347	737	$5,070
May 2024	281	561	$4,980
April 2024	215	349	$3,250
March 2024	236	462	$4,450
February 2024	181	298	$2,775
January 2024	136	252	$2,265

Token Transit Sales Breakdown for December			
Type of Fare	**Fare type totals**	**Fare amounts**	**Passengers**
Regular Strait Shot Fare	$3,110.00	$10.00	311
Reduced Strait Shot Fare	$295.00	$5.00	59
Gross Sales	**$3,405.00**		

Operations Update
CTS is in the process of entering a contract agreement to implement new Fixed-Route Scheduling Software.

RECOMMENDED ACTION
None.

ATTACHMENTS
CTS Fixed-Route Ridership Statistics
Route Efficiency Report

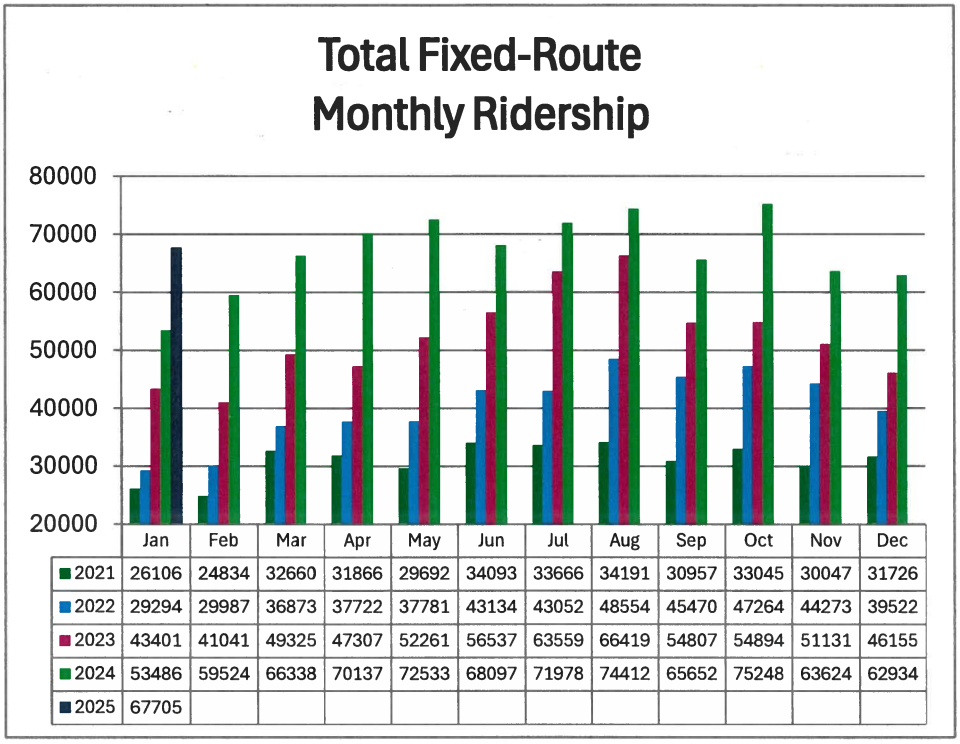
Orig: Operations Monthly Report File
cc: Board Meeting Packet

January 2025 CTS Route Efficiency Report

Efficiency Ranking	Route	Boardings	Rev Hours	Avg. Passengers per hour per route
1	22 – Lincoln/Peabody	9,892	277.88	35.598
2	26 – West Side	11,392	328.50	34.679
3	24 – Cherry Hill	8,940	319.66	27.967
4	20 – College/Medical	7,446	340.92	21.841
5	30 – Commuter	19,218	985.40	19.503
6	10 – Joyce	1,447	194.05	7.457
7	50 – Jamestown	296	47.04	6.293
8	14 – Forks	3,626	636.03	5.701
9	15 – La Push	453	82.08	5.519
10	Sequim Interlink	1,329	288.58	4.605
11	52 – Diamond Point	329	71.82	4.581
12	Forks Interlink	883	218.53	4.041
13	16 – Neah Bay	1,142	289.68	3.942
14	123 – The Strait Shot	1,312	394.40	3.327
15	ONP	0	0.00	0.000

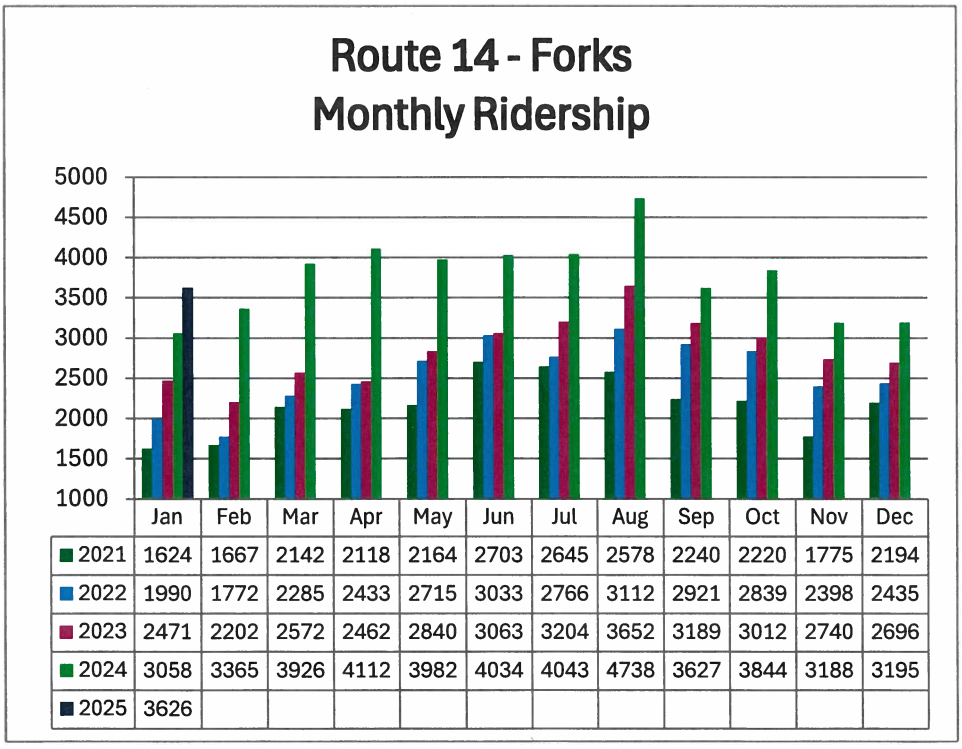
CTS Fixed-Route Ridership Statistics January 2025

Total Fixed-Route Monthly Ridership



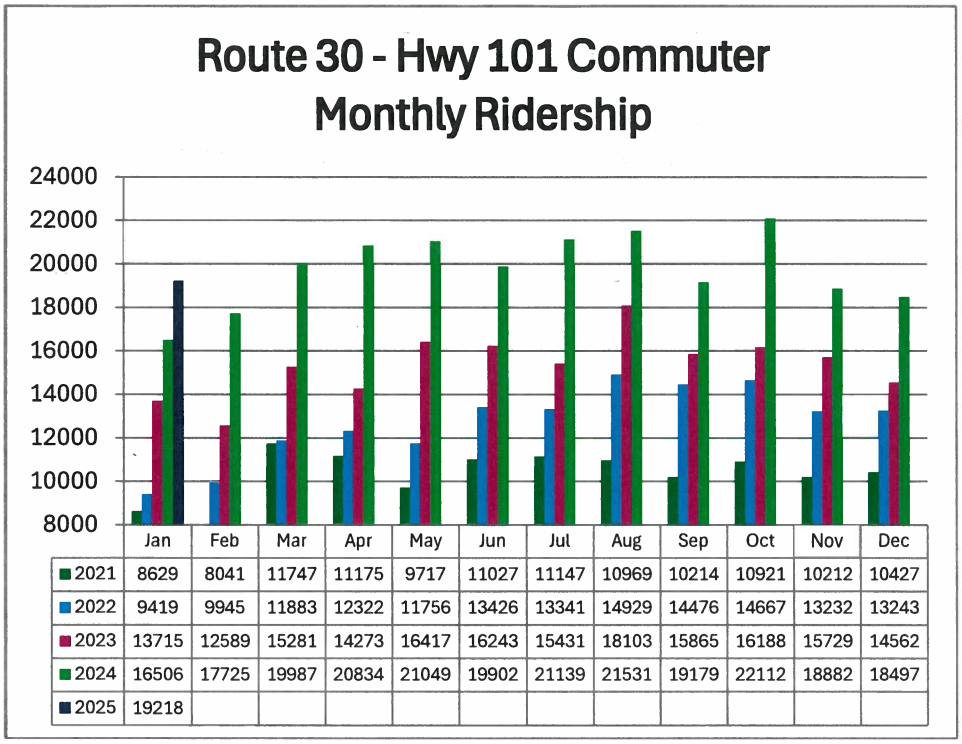
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	26106	24834	32660	31866	29692	34093	33666	34191	30957	33045	30047	31726
2022	29294	29987	36873	37722	37781	43134	43052	48554	45470	47264	44273	39522
2023	43401	41041	49325	47307	52261	56537	63559	66419	54807	54894	51131	46155
2024	53486	59524	66338	70137	72533	68097	71978	74412	65652	75248	63624	62934
2025	67705											

InterCity Routes (14, 30, 123)



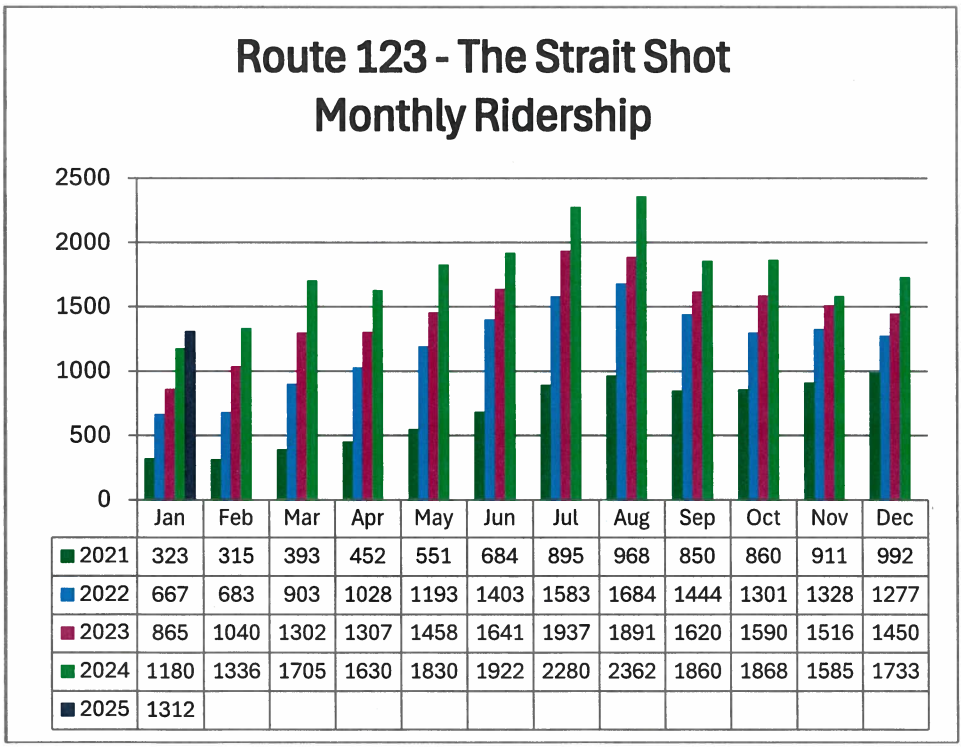
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	1624	1667	2142	2118	2164	2703	2645	2578	2240	2220	1775	2194
2022	1990	1772	2285	2433	2715	3033	2766	3112	2921	2839	2398	2435
2023	2471	2202	2572	2462	2840	3063	3204	3652	3189	3012	2740	2696
2024	3058	3365	3926	4112	3982	4034	4043	4738	3627	3844	3188	3195
2025	3626											

InterCity Routes (14, 30, 123)



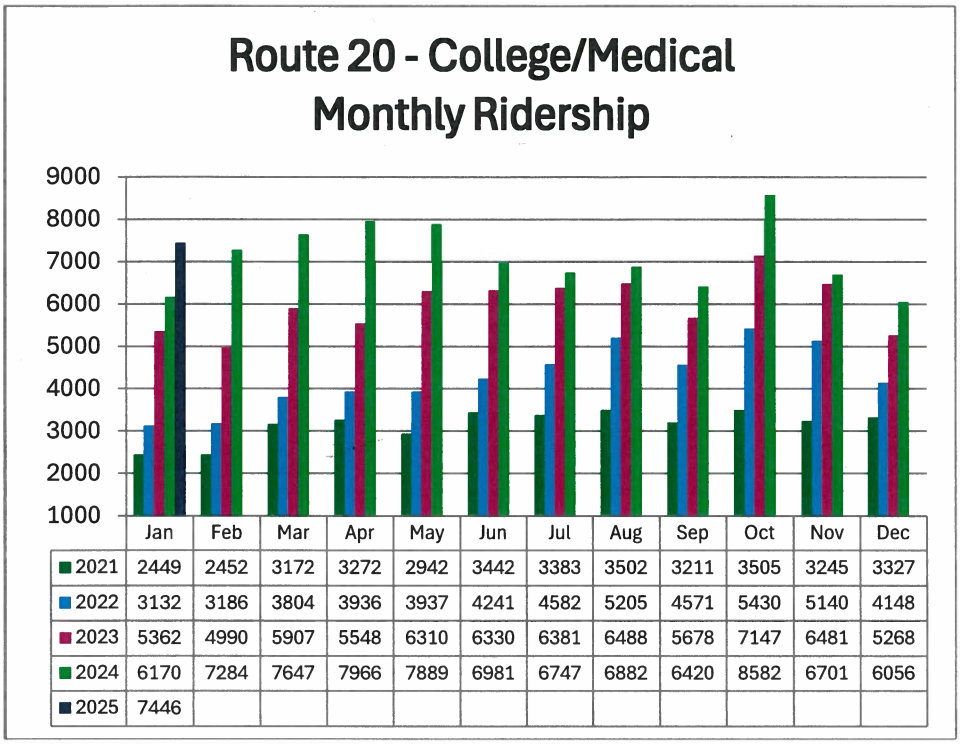
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	8629	8041	11747	11175	9717	11027	11147	10969	10214	10921	10212	10427
2022	9419	9945	11883	12322	11756	13426	13341	14929	14476	14667	13232	13243
2023	13715	12589	15281	14273	16417	16243	15431	18103	15865	16188	15729	14562
2024	16506	17725	19987	20834	21049	19902	21139	21531	19179	22112	18882	18497
2025	19218											

InterCity Routes (14, 30, 123)



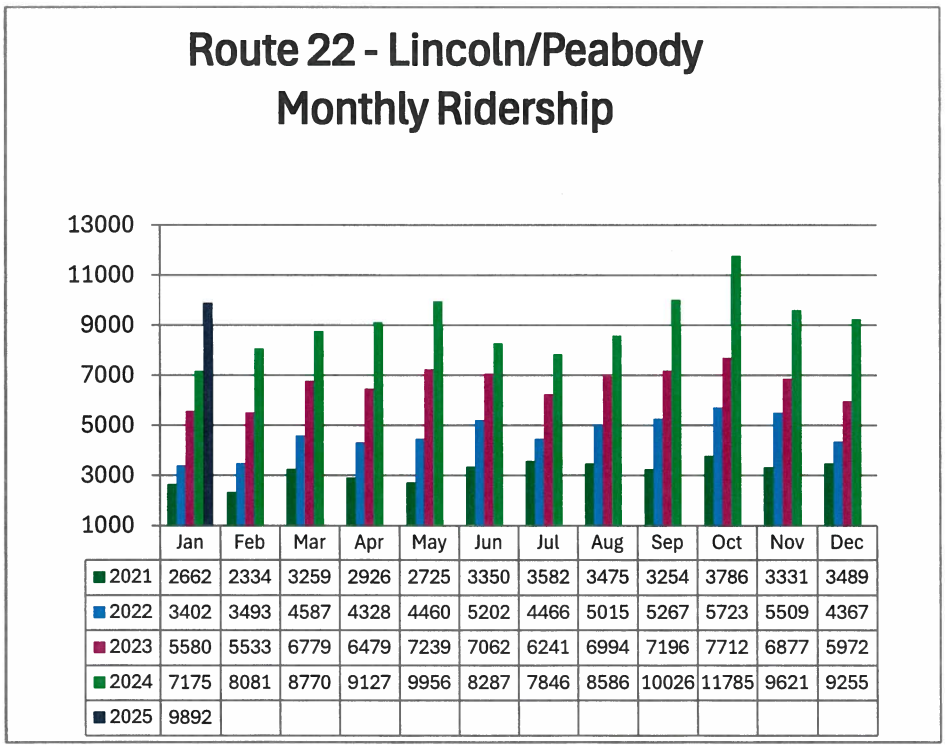
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	323	315	393	452	551	684	895	968	850	860	911	992
2022	667	683	903	1028	1193	1403	1583	1684	1444	1301	1328	1277
2023	865	1040	1302	1307	1458	1641	1937	1891	1620	1590	1516	1450
2024	1180	1336	1705	1630	1830	1922	2280	2362	1860	1868	1585	1733
2025	1312											

Urban Routes (20, 22, 24, 26)



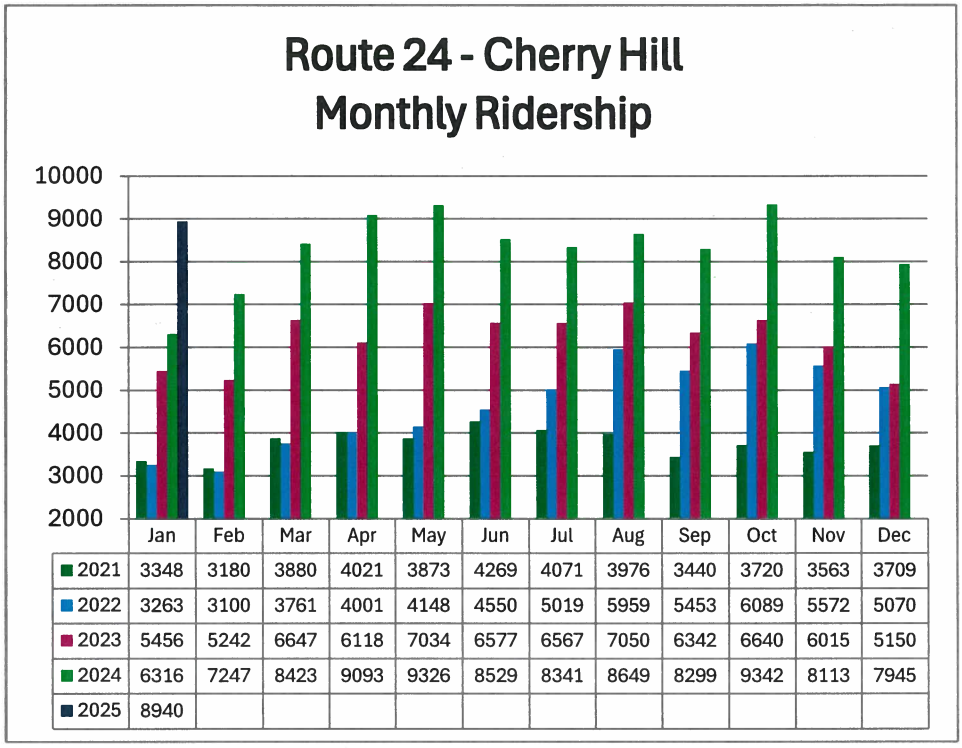
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	2449	2452	3172	3272	2942	3442	3383	3502	3211	3505	3245	3327
2022	3132	3186	3804	3936	3937	4241	4582	5205	4571	5430	5140	4148
2023	5362	4990	5907	5548	6310	6330	6381	6488	5678	7147	6481	5268
2024	6170	7284	7647	7966	7889	6981	6747	6882	6420	8582	6701	6056
2025	7446											

Urban Routes (20, 22, 24, 26)



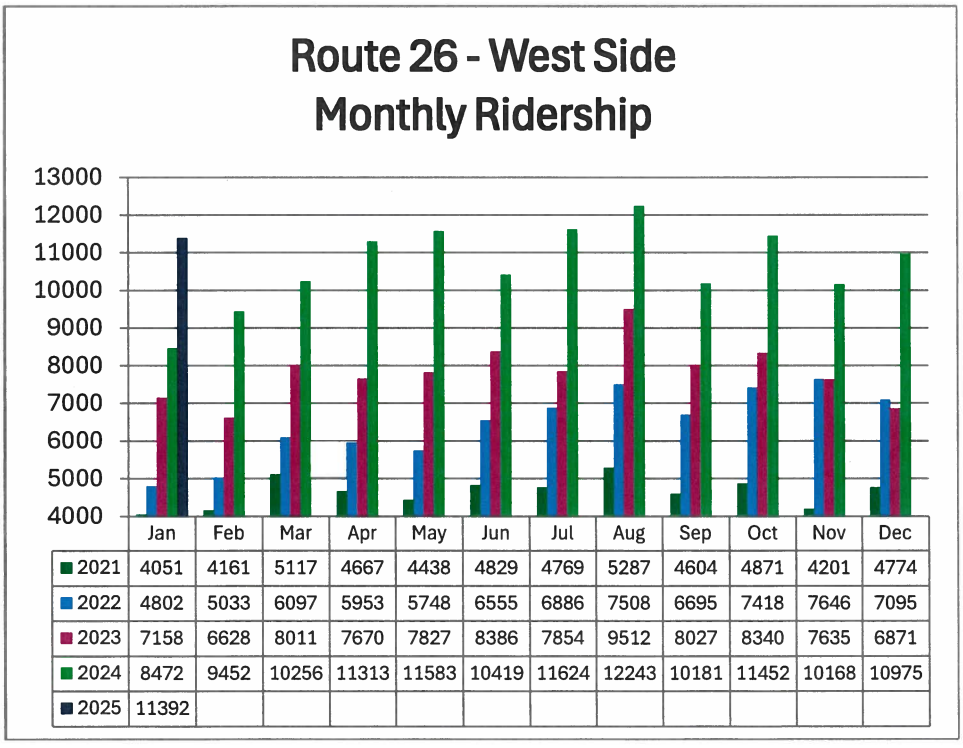
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	2662	2334	3259	2926	2725	3350	3582	3475	3254	3786	3331	3489
2022	3402	3493	4587	4328	4460	5202	4466	5015	5267	5723	5509	4367
2023	5580	5533	6779	6479	7239	7062	6241	6994	7196	7712	6877	5972
2024	7175	8081	8770	9127	9956	8287	7846	8586	10026	11785	9621	9255
2025	9892											

Urban Routes (20, 22, 24, 26)



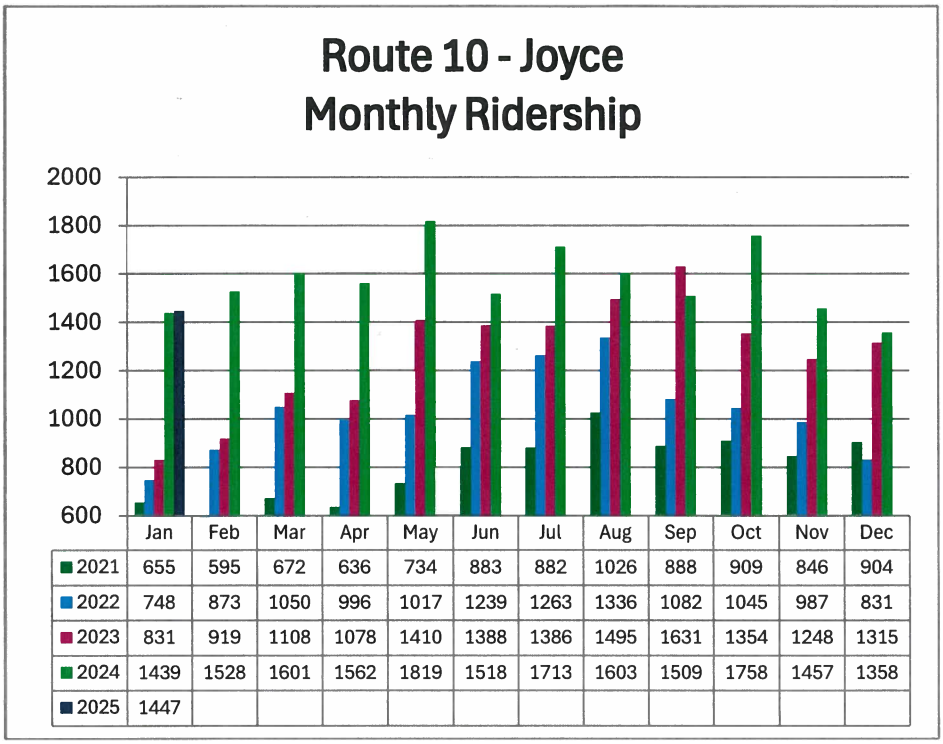
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	3348	3180	3880	4021	3873	4269	4071	3976	3440	3720	3563	3709
2022	3263	3100	3761	4001	4148	4550	5019	5959	5453	6089	5572	5070
2023	5456	5242	6647	6118	7034	6577	6567	7050	6342	6640	6015	5150
2024	6316	7247	8423	9093	9326	8529	8341	8649	8299	9342	8113	7945
2025	8940											

Urban Routes (20, 22, 24, 26)



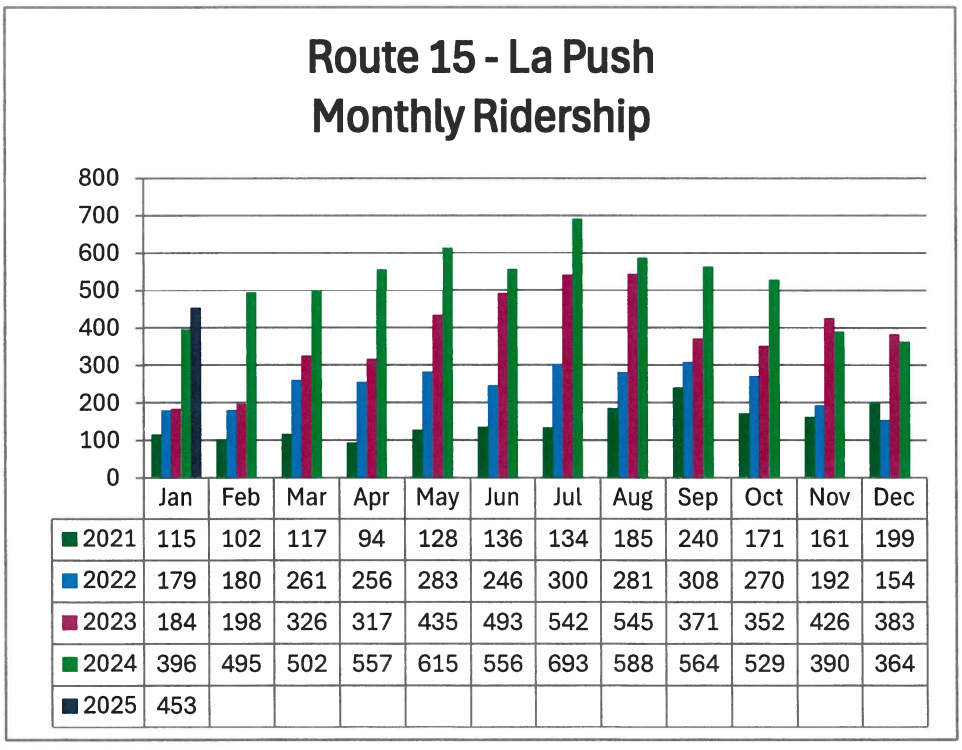
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	4051	4161	5117	4667	4438	4829	4769	5287	4604	4871	4201	4774
2022	4802	5033	6097	5953	5748	6555	6886	7508	6695	7418	7646	7095
2023	7158	6628	8011	7670	7827	8386	7854	9512	8027	8340	7635	6871
2024	8472	9452	10256	11313	11583	10419	11624	12243	10181	11452	10168	10975
2025	11392											

Rural Routes (10, 15, 16, 50, 52)



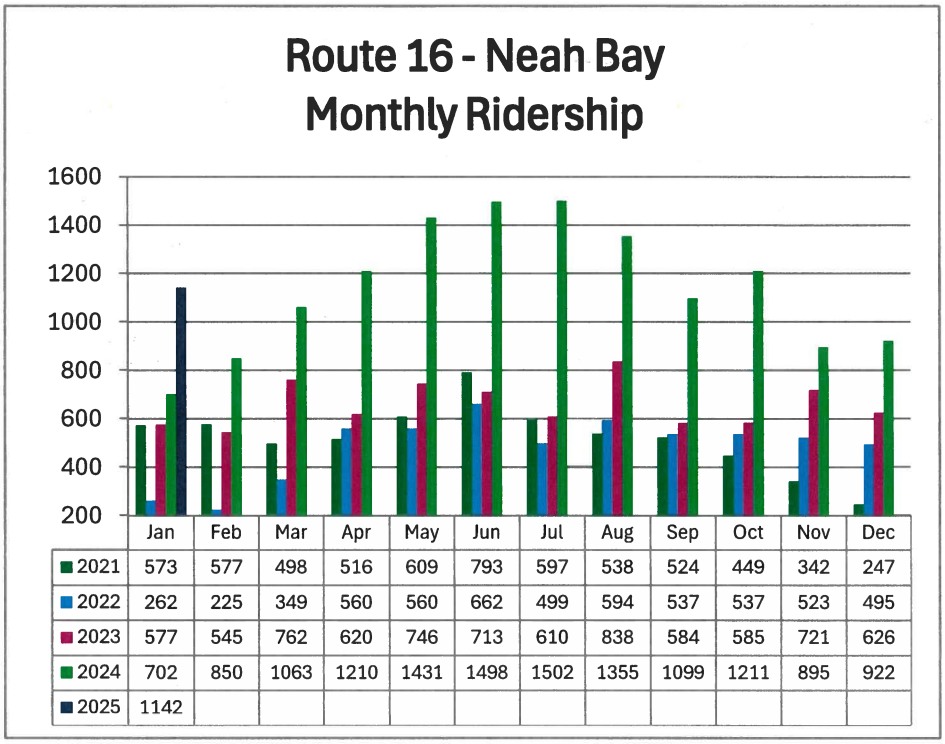
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	655	595	672	636	734	883	882	1026	888	909	846	904
2022	748	873	1050	996	1017	1239	1263	1336	1082	1045	987	831
2023	831	919	1108	1078	1410	1388	1386	1495	1631	1354	1248	1315
2024	1439	1528	1601	1562	1819	1518	1713	1603	1509	1758	1457	1358
2025	1447											

Rural Routes (10, 15, 16, 50, 52)



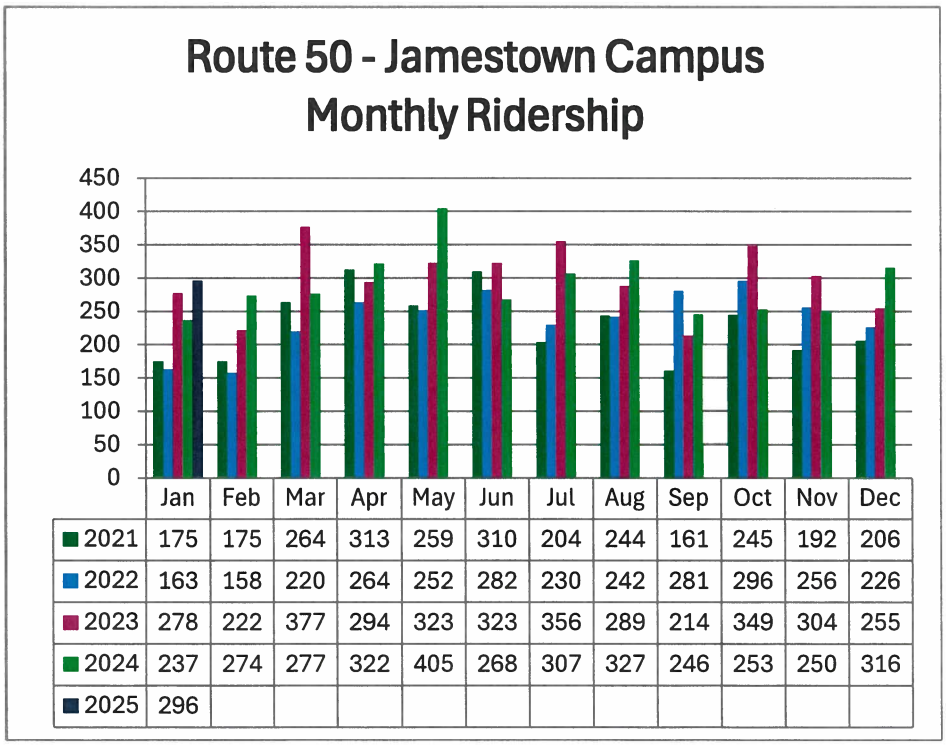
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	115	102	117	94	128	136	134	185	240	171	161	199
2022	179	180	261	256	283	246	300	281	308	270	192	154
2023	184	198	326	317	435	493	542	545	371	352	426	383
2024	396	495	502	557	615	556	693	588	564	529	390	364
2025	453											

Rural Routes (10, 15, 16, 50, 52)



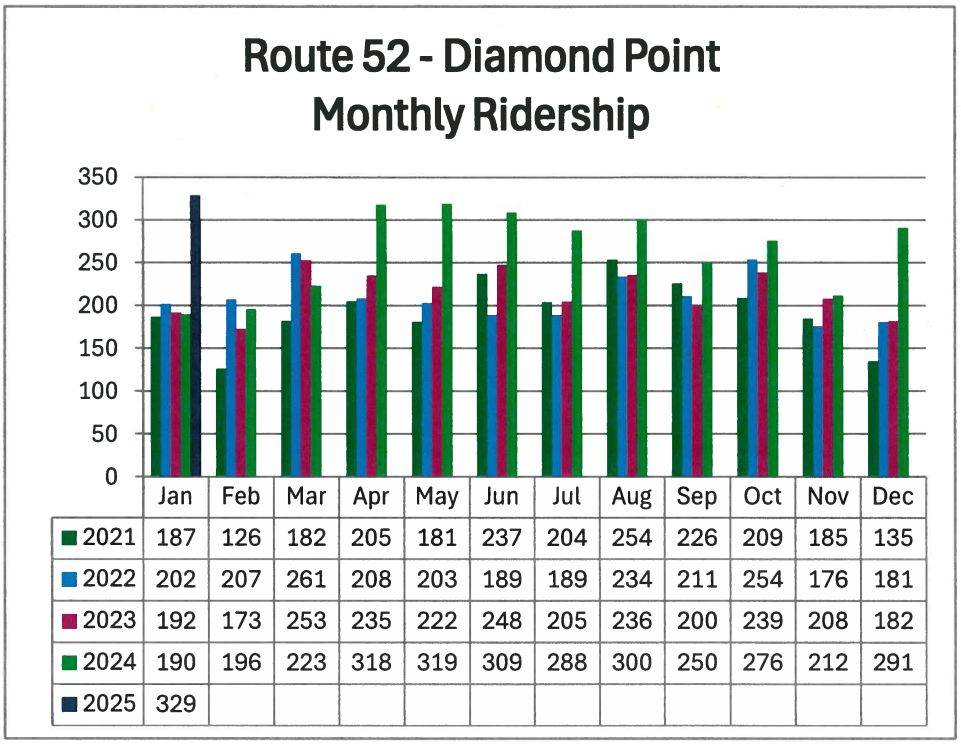
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	573	577	498	516	609	793	597	538	524	449	342	247
2022	262	225	349	560	560	662	499	594	537	537	523	495
2023	577	545	762	620	746	713	610	838	584	585	721	626
2024	702	850	1063	1210	1431	1498	1502	1355	1099	1211	895	922
2025	1142											

Rural Routes (10, 15, 16, 50, 52)



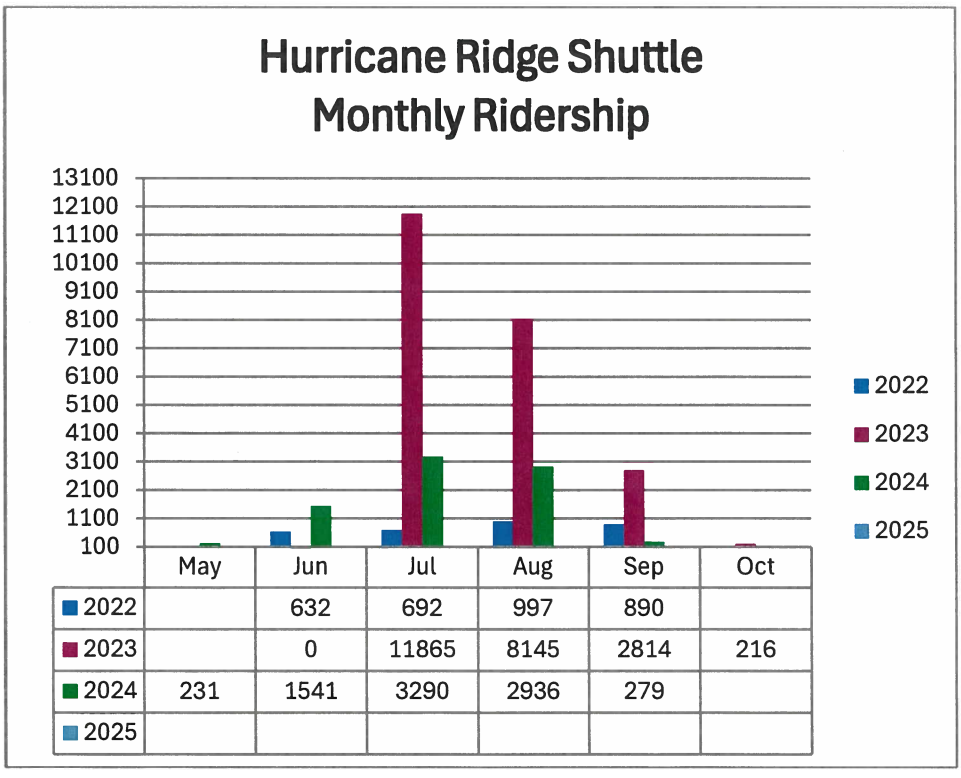
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	175	175	264	313	259	310	204	244	161	245	192	206
2022	163	158	220	264	252	282	230	242	281	296	256	226
2023	278	222	377	294	323	323	356	289	214	349	304	255
2024	237	274	277	322	405	268	307	327	246	253	250	316
2025	296											

Rural Routes (10, 15, 16, 50, 52)



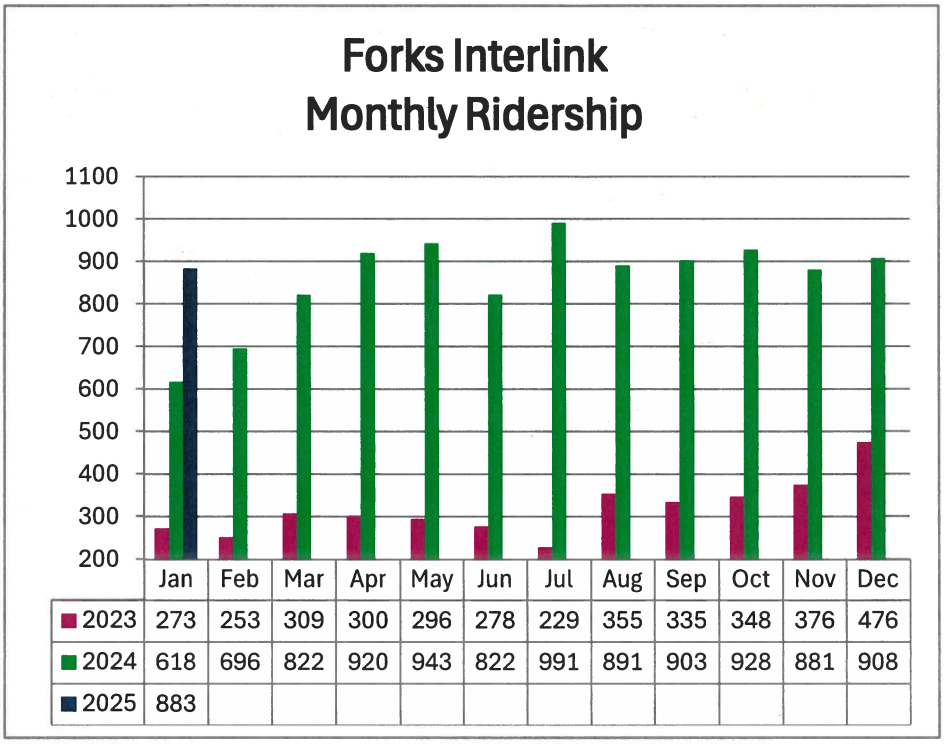
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	187	126	182	205	181	237	204	254	226	209	185	135
2022	202	207	261	208	203	189	189	234	211	254	176	181
2023	192	173	253	235	222	248	205	236	200	239	208	182
2024	190	196	223	318	319	309	288	300	250	276	212	291
2025	329											

Hurricane Ridge



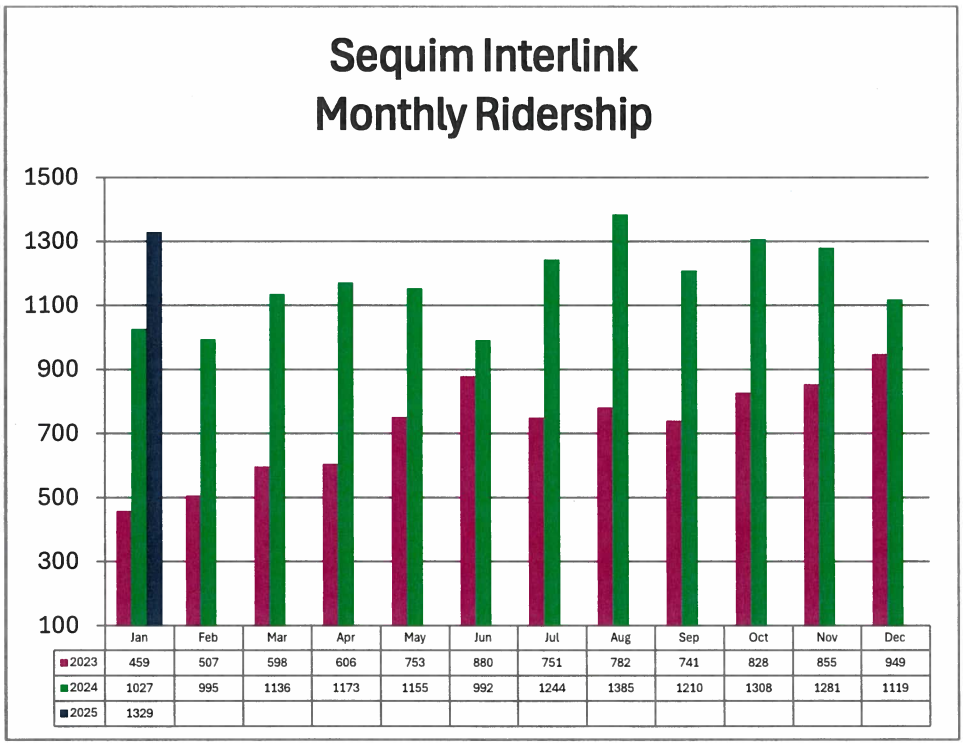
	May	Jun	Jul	Aug	Sep	Oct
2022		632	692	997	890	
2023		0	11865	8145	2814	216
2024	231	1541	3290	2936	279	
2025						

Interlink services (Sequim and Forks)

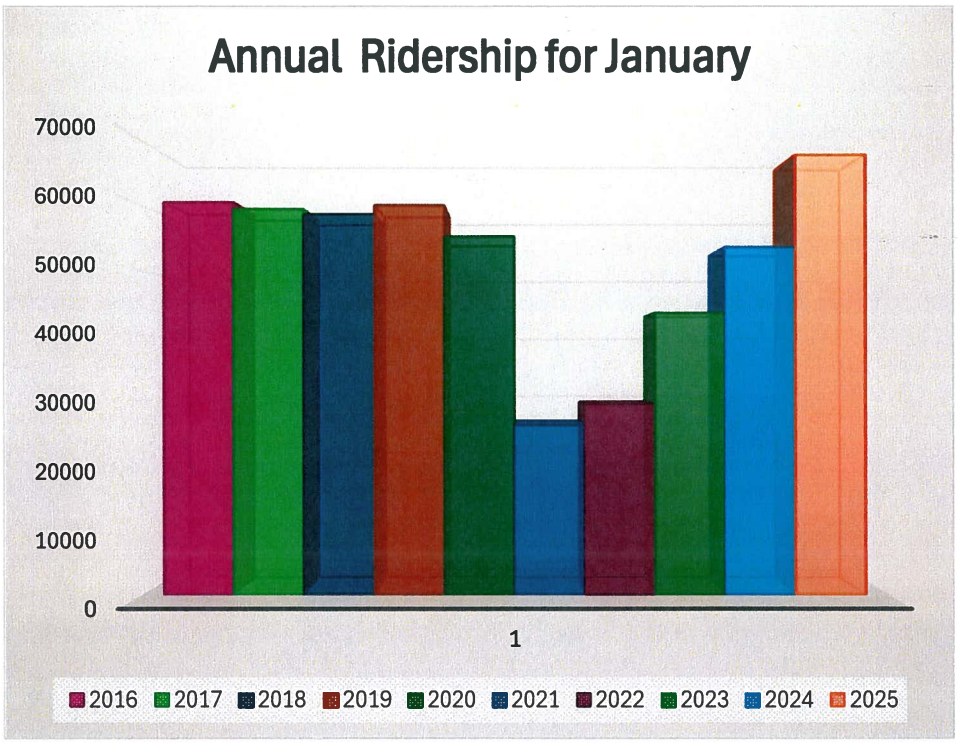


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2023	273	253	309	300	296	278	229	355	335	348	376	476
2024	618	696	822	920	943	822	991	891	903	928	881	908
2025	883											

Interlink services (Sequim and Forks)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2023	459	507	598	606	753	880	751	782	741	828	855	949
2024	1027	995	1136	1173	1155	992	1244	1385	1210	1308	1281	1119
2025	1329											


Annual Ridership for January
70000
60000
50000
40000
30000
20000
10000
0
1
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025

Title: January 2025 Financial Report
Submitted By: Cherie Huxtable, Finance Manager
Authorized By: Jim Fetzer, General Manager

Factsheet: 2025-013
Date: February 19, 2025

BACKGROUND

Clallam Transit System (CTS) provides financial data information to keep the board informed of the financial status for the previous month, as well as short-term projections. The discussion items below represent items of note for the reporting month's activity.

DISCUSSION

Final 2024 Balances: Updated reports of the December 2024 financials are provided. Notable changes include rideshare and grant revenues resulting in an ending revenue balance of $16,452,747 for the year. Changes in expenses from the preliminary report include several operating invoices that bill a month behind and a reclassification of invoices that were expensed rather than applied to the capital project, ending in an expense balance of $13,537,388.64. The result of revenues over expenses is a surplus of $2,915,359.

Cash Balances: The total cash balance as of January 31, 2025, was $27,823,991. Of those funds, $20.6 million is unrestricted.

Sales Tax Revenue: The sales tax deposit for January was $895,731. This was 6% under budget for the month. Sales tax receipts are two months behind actual state collections.

Other Operating Revenue: Other operating revenue includes $103 thousand in interest revenue. Interest rates from the Local Government Investment Pool (LGIP) dropped from 4.60% to 4.45%.

RECOMMENDED ACTION

None.

ATTACHMENTS

Monthly Board Report
Sales Tax Chart
Salary, Wages, and Benefits Chart
Revenue and Expenses Chart
December 2024 - Final

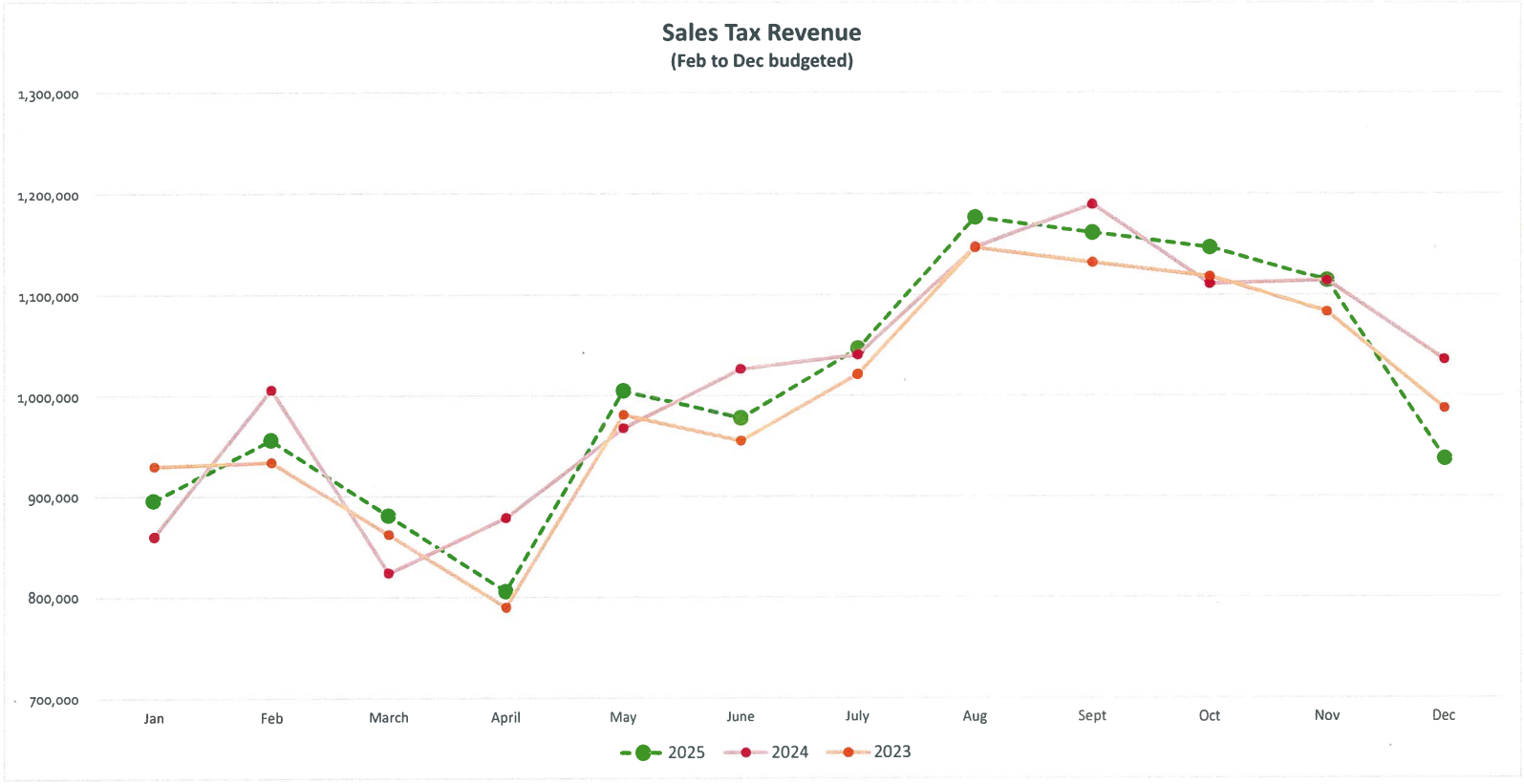
Clallam Transit System

Monthly Board Report

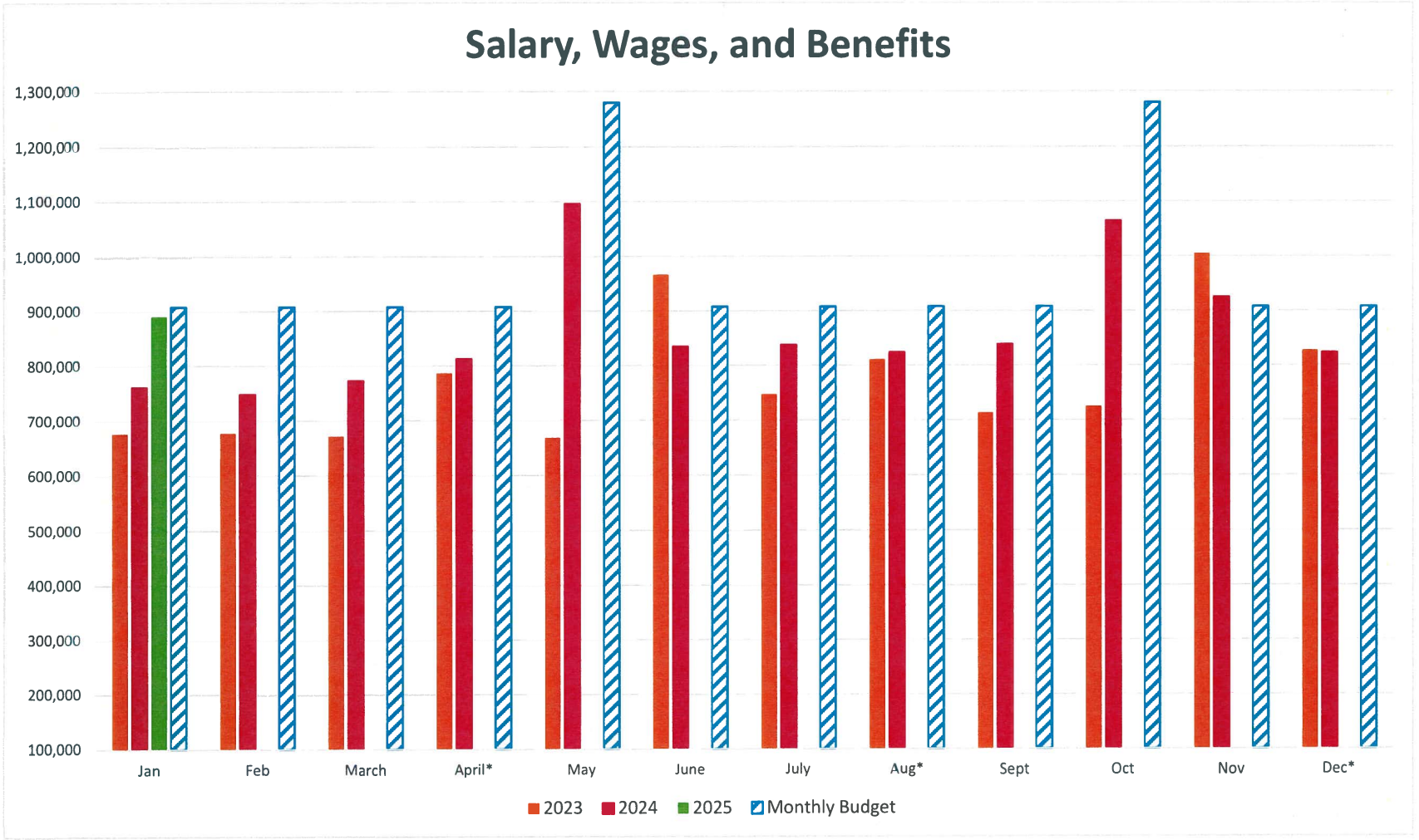
Group Summary

For Fiscal: Current Period Ending: 01/31/2025

ExpCa...	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Revenue									
RevType: 10 - Passenger Fare Revenue									
	13,744.50	11,624.25	-2,120.25	-84.57%	13,744.50	11,624.25	-2,120.25	-84.57%	165,000.00
Total RevType: 10 - Passenger Fare Revenue:	**13,744.50**	**11,624.25**	**-2,120.25**	**-84.57%**	**13,744.50**	**11,624.25**	**-2,120.25**	**-84.57%**	**165,000.00**
RevType: 20 - Rideshare Revenue									
	11,245.50	1,175.00	-10,070.50	-10.45%	11,245.50	1,175.00	-10,070.50	-10.45%	135,000.00
Total RevType: 20 - Rideshare Revenue:	**11,245.50**	**1,175.00**	**-10,070.50**	**-10.45%**	**11,245.50**	**1,175.00**	**-10,070.50**	**-10.45%**	**135,000.00**
RevType: 30 - Paratransit Revenue									
	541.45	315.10	-226.35	-58.20%	541.45	315.10	-226.35	-58.20%	6,500.00
Total RevType: 30 - Paratransit Revenue:	**541.45**	**315.10**	**-226.35**	**-58.20%**	**541.45**	**315.10**	**-226.35**	**-58.20%**	**6,500.00**
RevType: 40 - Sales Tax Revenue									
	951,549.00	895,730.69	-55,818.31	-94.13%	951,549.00	895,730.69	-55,818.31	-94.13%	12,166,345.00
Total RevType: 40 - Sales Tax Revenue:	**951,549.00**	**895,730.69**	**-55,818.31**	**-94.13%**	**951,549.00**	**895,730.69**	**-55,818.31**	**-94.13%**	**12,166,345.00**
RevType: 50 - WSDOT Grant Revenue									
	83.30	0.00	-83.30	0.00%	83.30	0.00	-83.30	0.00%	2,326,000.00
Total RevType: 50 - WSDOT Grant Revenue:	**83.30**	**0.00**	**-83.30**	**0.00%**	**83.30**	**0.00**	**-83.30**	**0.00%**	**2,326,000.00**
RevType: 60 - Other Operating Revenue									
	83,504.08	144,322.87	60,818.79	-172.83%	83,504.08	144,322.87	60,818.79	-172.83%	1,002,450.00
Total RevType: 60 - Other Operating Revenue:	**83,504.08**	**144,322.87**	**60,818.79**	**-172.83%**	**83,504.08**	**144,322.87**	**60,818.79**	**-172.83%**	**1,002,450.00**
Total Revenue:	**1,060,667.83**	**1,053,167.91**	**-7,499.92**	**-99.29%**	**1,060,667.83**	**1,053,167.91**	**-7,499.92**	**-99.29%**	**15,801,295.00**
Expense									
00 - Salaries & Wages	597,546.95	536,292.59	61,254.36	89.75%	597,546.95	536,292.59	61,254.36	89.75%	7,760,350.00
10 - Personnel Benefits	310,154.45	293,488.04	16,666.41	94.63%	310,154.45	293,488.04	16,666.41	94.63%	3,875,141.00
20 - Fuel and Fluids	113,013.11	21,286.99	91,726.12	18.84%	113,013.11	21,286.99	91,726.12	18.84%	1,356,700.00
30 - Parts and Supplies	47,580.95	18,375.72	29,205.23	38.62%	47,580.95	18,375.72	29,205.23	38.62%	571,200.00
40 - Professional & Misc Services	61,325.45	114,273.57	-52,948.12	186.34%	61,325.45	114,273.57	-52,948.12	186.34%	736,200.00
50 - Maintenance & Repair	28,363.65	23,983.26	4,380.39	84.56%	28,363.65	23,983.26	4,380.39	84.56%	340,500.00
60 - Communications	11,162.20	3,748.62	7,413.58	33.58%	11,162.20	3,748.62	7,413.58	33.58%	134,000.00
70 - Insurance	41,233.50	41,055.25	178.25	99.57%	41,233.50	41,055.25	178.25	99.57%	495,000.00
80 - Other Operating Expenses	19,171.49	2,479.92	16,691.57	12.94%	19,171.49	2,479.92	16,691.57	12.94%	230,150.00
Total Expense:	**1,229,551.75**	**1,054,983.96**	**174,567.79**	**85.80%**	**1,229,551.75**	**1,054,983.96**	**174,567.79**	**85.80%**	**15,499,241.00**
Report Total:	**-168,883.92**	**-1,816.05**	**167,067.87**		**-168,883.92**	**-1,816.05**	**167,067.87**		**302,054.00**



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Annual Budget
2025	895,731	*955,972*	*880,889*	*805,747*	*1,005,085*	*978,228*	*1,047,493*	*1,177,778*	*1,162,551*	*1,148,189*	*1,115,098*	*937,766*	895,731	12,166,345
2024	860,635	1,006,762	823,904	878,809	968,302	1,027,322	1,041,358	1,148,186	1,190,563	1,111,519	1,114,918	1,036,605	12,208,884	12,118,505
2023	930,181	934,432	862,265	790,040	981,638	955,824	1,022,400	1,147,624	1,132,989	1,119,185	1,083,882	988,239	11,948,698	11,205,720



	Jan	Feb	March	April*	May	June	July	Aug*	Sept	Oct	Nov	Dec*	YTD	Annual Budget
Monthly Budget	*907,701*	*907,701*	*907,701*	*907,701*	*1,279,125*	*907,701*	*907,701*	*907,701*	*907,701*	*1,279,125*	*907,701*	*907,701*		11,841,575
2025	*891,035*												*893,060*	11,635,491
2024	*761,986*	*749,110*	*773,474*	*813,419*	*1,096,265*	*835,082*	*838,348*	*824,801*	*839,214*	*1,064,962*	*925,298*	*824,426*	*10,346,384*	11,841,575
2023	677,278	678,107	672,436	787,116	669,476	966,873	747,987	811,363	714,182	725,669	1,005,124	828,340	9,283,952	9,628,040

Highlighted cells are months with three payrolls.

*In 2023, Retention payments will be made to staff in April, August, and December.

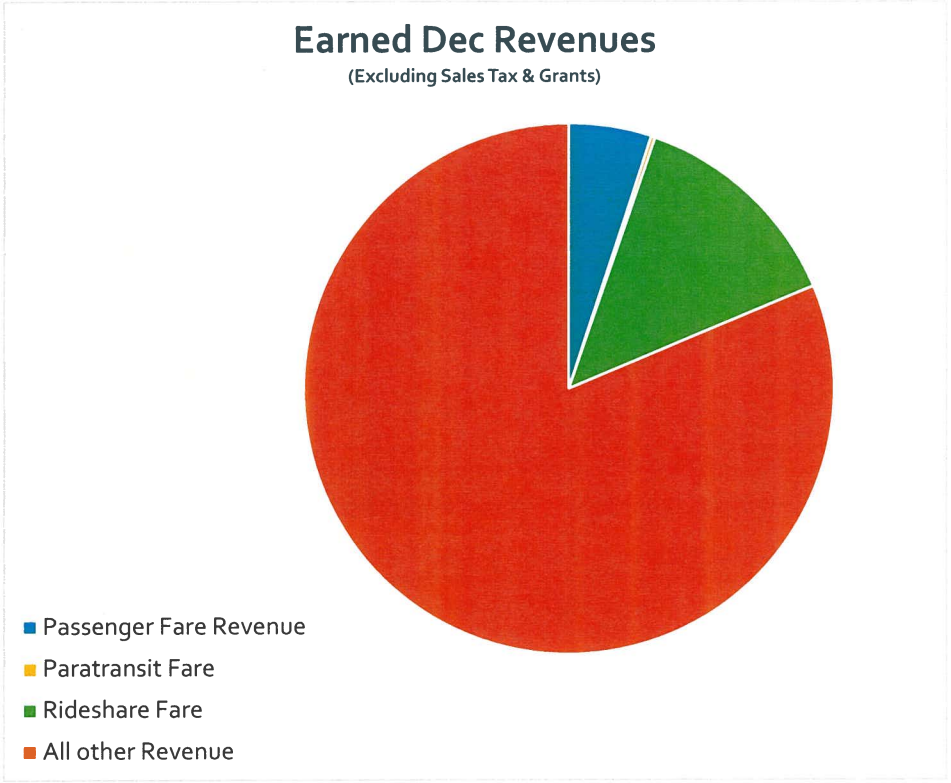
Clallam Transit System

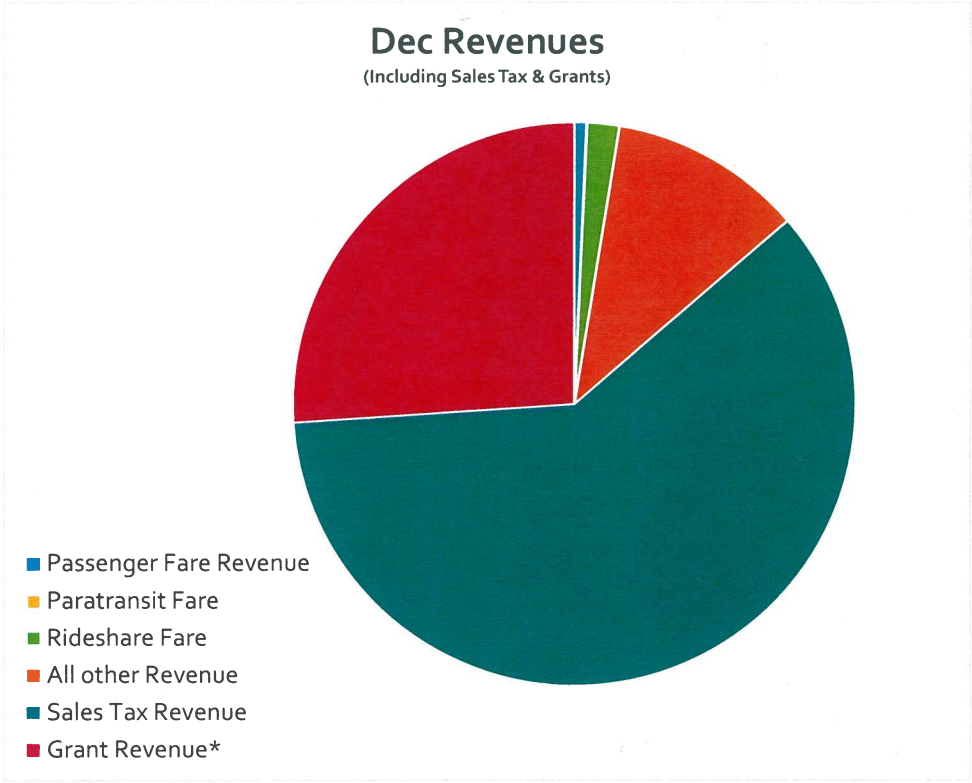
Budget Report for Short Fiscals

Group Summary

For Fiscal: 2024 Period Ending: 12/31/2024

ExpCa...	Original YTD Budget	Current YTD Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Revenue						
RevType: 10 - Passenger Fare Revenue						
	125,000.00	125,000.00	11,814.54	169,431.75	44,431.75	35.55%
RevType: 10 - Passenger Fare Revenue Total:	**125,000.00**	**125,000.00**	**11,814.54**	**169,431.75**	**44,431.75**	**35.55%**
RevType: 20 - Rideshare Revenue						
	125,000.00	125,000.00	31,545.00	160,810.00	35,810.00	28.65%
RevType: 20 - Rideshare Revenue Total:	**125,000.00**	**125,000.00**	**31,545.00**	**160,810.00**	**35,810.00**	**28.65%**
RevType: 30 - Paratransit Revenue						
	4,300.00	4,300.00	607.50	10,811.70	6,511.70	151.43%
RevType: 30 - Paratransit Revenue Total:	**4,300.00**	**4,300.00**	**607.50**	**10,811.70**	**6,511.70**	**151.43%**
RevType: 40 - Sales Tax Revenue						
	12,118,505.00	12,118,505.00	1,036,605.41	12,208,883.59	90,378.59	0.75%
RevType: 40 - Sales Tax Revenue Total:	**12,118,505.00**	**12,118,505.00**	**1,036,605.41**	**12,208,883.59**	**90,378.59**	**0.75%**
RevType: 50 - WSDOT Grant Revenue						
	1,377,000.00	1,377,000.00	448,023.00	2,034,301.00	657,301.00	47.73%
RevType: 50 - WSDOT Grant Revenue Total:	**1,377,000.00**	**1,377,000.00**	**448,023.00**	**2,034,301.00**	**657,301.00**	**47.73%**
RevType: 60 - Other Operating Revenue						
	793,200.00	793,200.00	191,478.32	1,868,509.55	1,075,309.55	135.57%
RevType: 60 - Other Operating Revenue Total:	**793,200.00**	**793,200.00**	**191,478.32**	**1,868,509.55**	**1,075,309.55**	**135.57%**
Revenue Total:	**14,543,005.00**	**14,543,005.00**	**1,720,073.77**	**16,452,747.59**	**1,909,742.59**	**13.13%**
Expense						
00 - Salaries & Wages	8,007,650.00	8,007,650.00	526,782.02	6,883,426.73	1,124,223.27	14.04%
10 - Personnel Benefits	3,833,925.00	3,833,925.00	297,644.09	3,466,313.79	367,611.21	9.59%
20 - Fuel and Fluids	1,558,200.00	1,558,200.00	116,502.87	1,126,929.77	431,270.23	27.68%
30 - Parts and Supplies	448,200.00	453,200.00	66,926.45	356,302.92	96,897.08	21.38%
40 - Professional & Misc Services	800,850.00	800,850.00	38,128.61	692,900.42	107,949.58	13.48%
50 - Maintenance & Repair	321,000.00	321,000.00	31,286.78	269,461.04	51,538.96	16.06%
60 - Communications	127,500.00	127,500.00	16,614.56	111,921.18	15,578.82	12.22%
70 - Insurance	450,000.00	450,000.00	36,278.67	435,344.00	14,656.00	3.26%
80 - Other Operating Expenses	226,150.00	226,150.00	22,483.54	194,788.79	31,361.21	13.87%
Expense Total:	**15,773,475.00**	**15,778,475.00**	**1,152,647.59**	**13,537,388.64**	**2,241,086.36**	**14.20%**
Report Surplus (Deficit):	**-1,230,470.00**	**-1,235,470.00**	**567,426.18**	**2,915,358.95**	**4,150,828.95**	**335.97%**

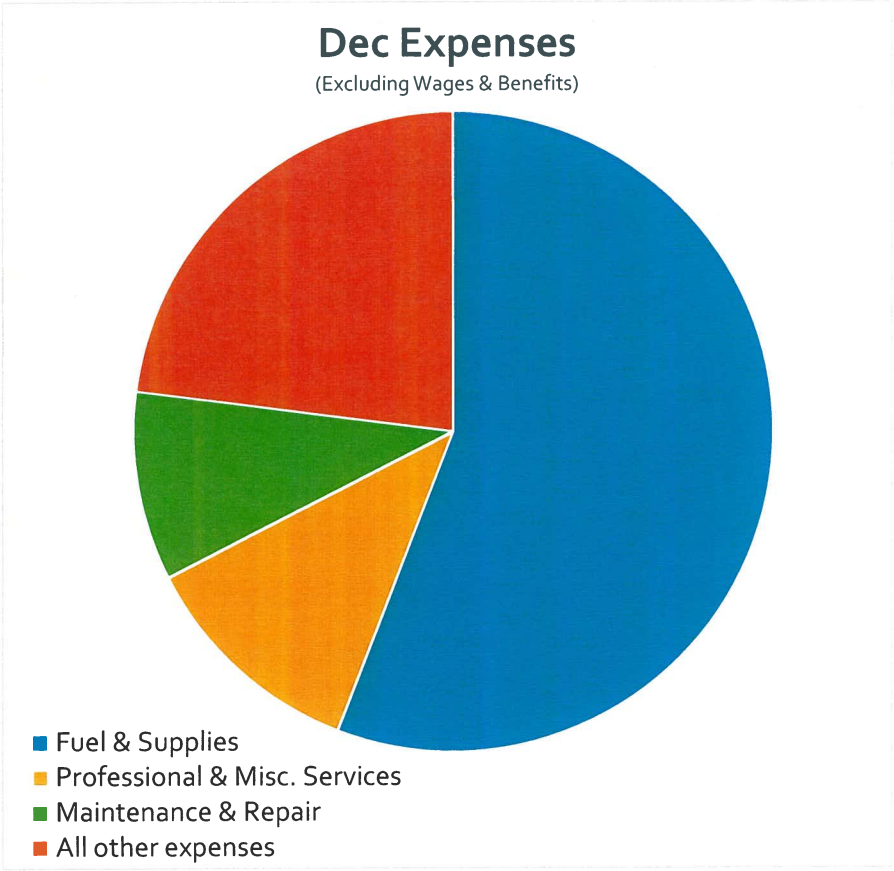


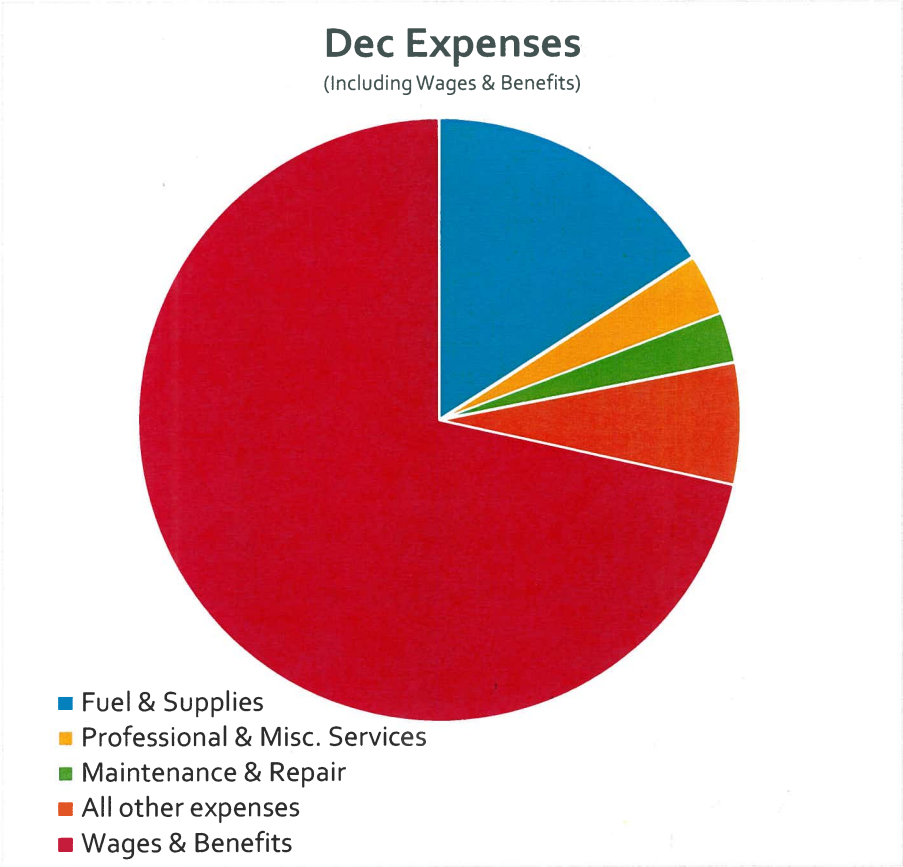


	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Annual Budget	% of Budget
Passenger Fare Revenue	15,296	10,592	9,440	9,599	15,941	13,398	19,477	21,491	15,630	16,058	10,999	11,815	169,736	125,000	136%
Paratransit Fare	1,077	997	726	1,001	703	877	109	492	549	1,507	1,862	608	10,508	4,300	244%
Rideshare Fare	13,600	13,360	14,145	12,920	6,955	6,675	19,295	12,275	12,360	8,455	9,225	31,545	160,810	125,000	129%
All other Revenue	147,123	141,837	144,072	141,192	142,482	216,387	168,187	151,943	139,276	138,595	145,929	191,478	1,868,500	789,200	237%
Sales Tax Revenue	860,635	1,006,762	823,904	878,809	968,302	1,027,322	1,041,358	1,148,186	1,190,563	1,111,519	1,114,918	1,036,605	12,208,884	12,118,505	101%
Grant Revenue*	1,000	-	-	371,594	-	-	429,542	-	-	784,142	-	448,023	2,034,301	1,377,000	148%

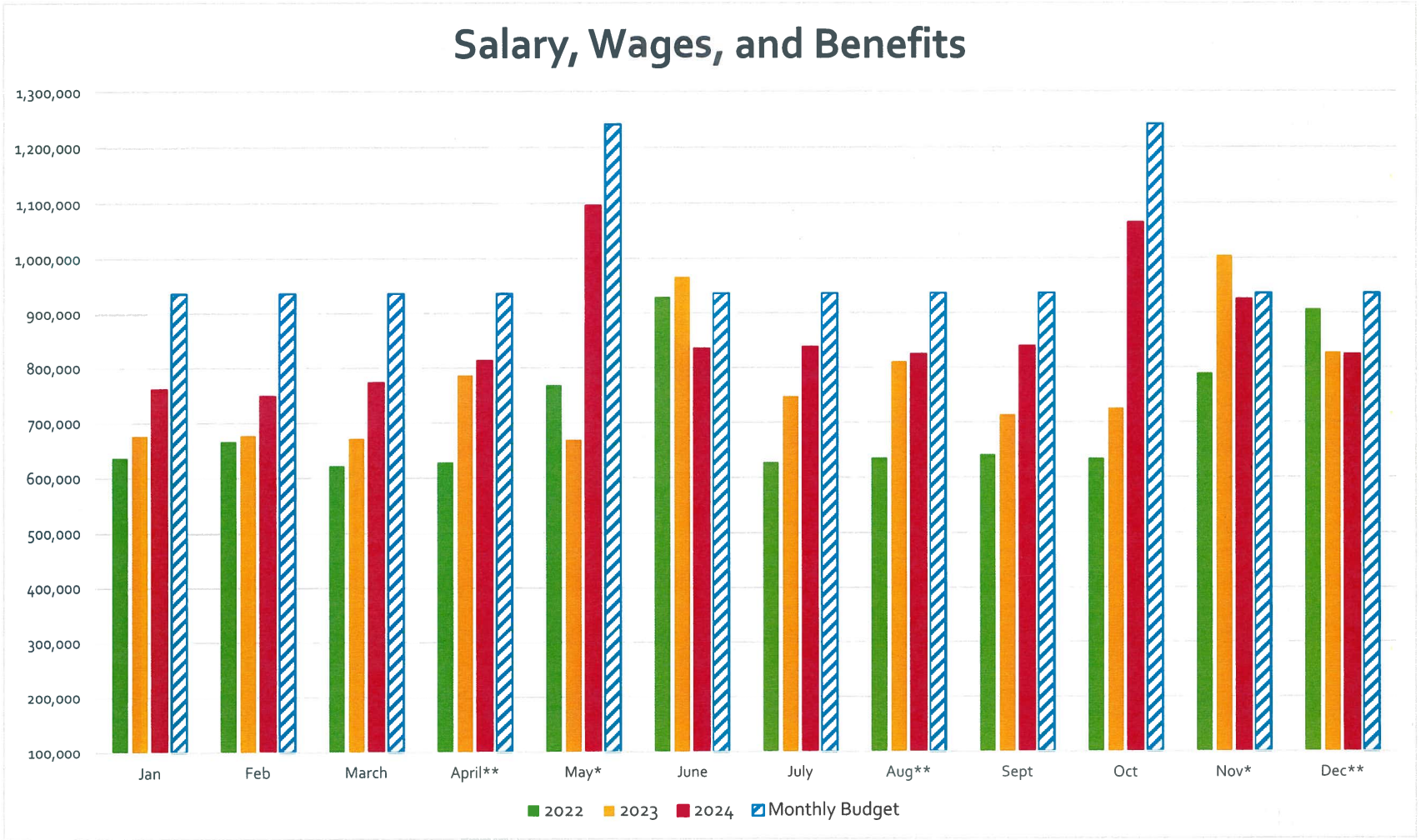
*Grant revenue appears in the Financial Statement during the month that the reimbursement requests are made, not when the funds are received.

Fares as % of total Revenue	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Fixed Route	1.47%	0.90%	0.95%	0.68%	1.41%	1.06%	1.16%	1.61%	1.15%	0.78%	0.86%	0.69%	1.03%
Paratransit	0.10%	0.08%	0.07%	0.07%	0.06%	0.07%	0.01%	0.04%	0.04%	0.07%	0.15%	0.04%	0.01%
Total	1.58%	0.99%	1.02%	0.75%	1.47%	1.13%	1.17%	1.65%	1.19%	0.85%	1.00%	0.72%	1.05%





	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Annual Budget	% of Budget Used
Fuel & Supplies	122,953	142,911	135,435	109,881	101,698	134,677	167,097	130,148	107,850	69,551	105,014	183,429	1,510,644	2,031,400	74%
Professional & Misc. Services	65,400	60,178	22,660	56,037	13,581	46,511	75,319	24,475	73,973	126,306	80,640	38,129	683,208	781,600	87%
Maintenance & Repair	11,781	11,565	17,997	19,918	15,307	37,754	21,793	16,857	21,489	25,371	19,542	31,287	250,660	285,250	88%
All other expenses (Insurance, utilities, etc.)	39,506	70,290	67,956	61,169	16,116	63,600	63,382	58,540	59,126	62,671	55,456	75,377	693,189	818,650	85%
Wages & Benefits	761,986	749,110	773,474	813,419	1,096,265	835,082	838,348	824,801	839,214	1,064,962	925,298	824,446	10,346,405	11,841,575	87%

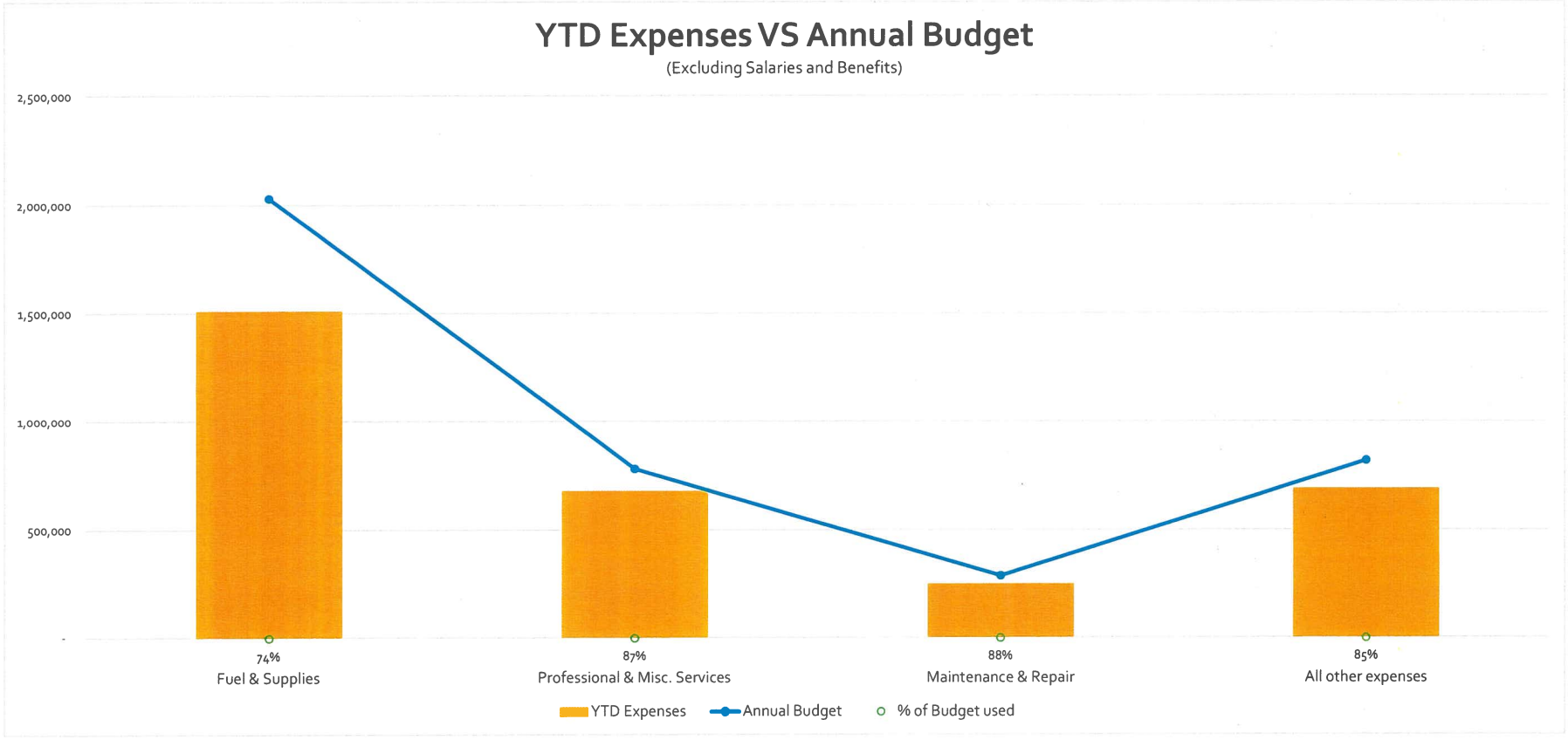


	Jan	Feb	March	April**	May*	June	July	Aug**	Sept	Oct	Nov*	Dec**	YTD	Annual Budget
Monthly Budget	*936,096*	*936,096*	*936,096*	*936,096*	*1,240,310*	*936,096*	*936,096*	*936,096*	*936,096*	*1,240,310*	*936,096*	*936,096*		11,841,575
2024	*761,986*	*749,110*	*773,474*	*813,419*	*1,096,265*	*835,082*	*838,348*	*824,801*	*839,214*	*1,064,962*	*925,298*	*824,446*	10,346,404	11,841,575
2023	677,278	678,107	672,436	787,116	669,476	966,873	747,987	811,363	714,182	725,669	1,005,124	828,340	9,283,952	9,628,040
2022	636,794	666,422	622,410	628,577	768,695	929,870	627,842	635,004	641,437	634,238	789,644	906,843	8,487,775	9,187,396

Highlighted cells are months with three payrolls.

*In 2022, Retention payments were made to staff in May and November.

**In 2023, Retention payments will be made to staff in April, August, and December.



	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD	Annual Budget	
Fuel & Supplies	122,953	142,911	135,435	109,881	101,698	134,677	167,097	130,148	107,850	69,551	105,014	183,429	1,510,644	2,031,400	74%
Professional & Misc. Services	65,400	60,178	22,660	56,037	13,581	46,511	75,319	24,475	73,973	126,306	80,640	38,129	683,208	781,600	87%
Maintenance & Repair	11,781	11,565	17,997	19,918	15,307	37,754	21,793	16,857	21,489	25,371	19,542	31,287	250,660	285,250	88%
All other expenses	39,506	70,290	67,956	61,169	16,116	63,600	63,382	58,540	59,126	62,671	55,456	75,377	693,189	818,650	85%

Title: Administrative Services Department Report
Submitted By: Barb Cox, Human Resources Manager
Authorized By: James I. Fetzer, General Manager

Factsheet: 2025-014
Date: February 19, 2025

Background

The Clallam Transit System (CTS) human resources manager communicates with the CTS Board on activities and operations of the administrative services department.

Discussion

Recruitments included:

- Paratransit operator to fill a vacancy.
- Fixed-route transit operator to fill vacancy and begin moving toward COA.
- Temporary paratransit dispatcher/customer service representative to meet department need. This has successfully been filled and closed.
- Fleet maintenance technician to meet department need.
- Internal recruitment continues for paratransit instructor assignment.

We have had one paratransit operator and one fixed-route operator separate from employment. We currently have no employees out on workers compensation.

We have made great strides in the implementation of Tyler Technologies. Hayley Grall has been instrumental in the implementation and is a valuable resource for our staff. Hayley has created step by step directions for many of the HR related processes which includes the discipline module in which she has provided training to supervisors and managers that administer discipline.

We are monitoring executive order 11246 as it relates to our agency, particularly our equal employment opportunity (EEO) plan. The preliminary guidance requires federal contractors to remove references to affirmative action for females, minorities, race, color, religion, sex, sexual orientation, gender identity, and national origin. We have reviewed our EEO tag line and policy statement and there is no prohibited content. There is much uncertainty as to the implications and how they will fully impact us. It will take additional time to receive final guidance; however, there is a 90-day grace period.

The CTS orientation for new board members will be tentatively scheduled to coincide with the March 19, 2025, Board meeting at 9:00 a.m. Once a firm date and time is determined an invitation will be extended. We encourage all to attend as it is a great opportunity to learn more about Clallam Transit.

Recommended Action

None.

Attachments

None.